

UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

LUTHER GRAHAM,

Plaintiff,

v.

MONMOUTH COUNTY BUILDINGS AND
GROUNDS, DAVID KRYZANOWSKI,
ROBERT W. COMPTON, and CRAIG
BELL,

Defendants

Civil Action
DOCKET NO. 16-1578(PGS) (LHG)

**DECLARATION OF DANIEL R. ROBERTS,
ESQ. IN SUPPORT OF MONMOUTH COUNTY
BUILDINGS AND GROUNDS AND ROBERT
W. COMPTON'S CROSS MOTION FOR
SUMMARY JUDGMENT**

I, DANIEL R. ROBERTS, an adult over the age of 18, do hereby swear under penalty of perjury as follows:

1. I am an Attorney at Law licensed in the State of New Jersey. I make this declaration in support of Defendants Monmouth County Buildings and Grounds and Robert W. Compton's Cross Motion for Summary Judgment.
2. Attached hereto as Exhibit A is a true and correct copy of the deposition of Plaintiff Luther Graham, pages 6-9, 10-13, 106-109, 114-117, and 162-165; as well as the February 16, 2005 letter appointing Mr. Graham as an electrician, and the CAMPS Transaction history document evidencing Mr. Graham's promotion to Senior Electrician on or about May 3, 2008.
3. Attached hereto as Exhibit B are true and correct copies of the March 12, 2015, April 30, 2015, June 18, 2015, and October 1, 2015 complaints filed by Plaintiff, together with the County's responses thereto.
4. Attached hereto as Exhibit C is a true and correct copy of Plaintiff's Answers to Defendant County's Requests for Admissions without attachments.
5. Attached hereto as Exhibit D is a true and correct copy of the March 8, 2016 posting for Crew Supervisor Building Maintenance Worker along with the Civil Service Commission Job Specifications.

6. Attached hereto as Exhibit E is a true and correct copy of the August 2, 2018 declaration of Robert W. Compton, with Exhibits.
7. Attached hereto as Exhibit F is a true and correct copy of a portion of the deposition transcript of Robert W. Compton, Volume II held October 18, 2019 with pages 250-301 and 314-317.

VERIFICATION

I, Daniel R. Roberts, do hereby swear under the penalty of perjury that the foregoing declaration made by me is true and correct.



Daniel R. Roberts

Dated: November 15, 2019

State of New Jersey :
 :
County of Monmouth :

On November 15, 2019 before me, personally appeared Daniel R. Roberts, known to me and whose name is subscribed to the within declaration, and acknowledged that he executed the same in his capacity as attorney, and who, being duly sworn on oath under penalty of perjury, deposes and says that he has read the foregoing declaration and that it is true and correct.



Gabrielle A. Pettineo, Esq.
Attorney at Law

EXHIBIT A

Page 1

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY
NO. 16-1578 (PGS) (LHG)

LUTHER GRAHAM,

Plaintiff,

vs.

MONMOUTH COUNTY
BUILDING AND GROUNDS,
DAVID KRZYANOWSKI,
ROBERT W. COMPTON and
CRAIG BELL,

Defendants.

Civil Action

Deposition of:

LUTHER GRAHAM

COMPUTERIZED transcript of the stenographic
notes of the proceedings in the above-entitled
matter, as taken by and before DONNA J. MAUSER, a
Certified Court Reporter of the State of New Jersey,
held at the Monmouth County Hall of Records, One East
Main Street, Freehold, New Jersey 07728, on
Wednesday, February 1, 2017, commencing at 9:45 in
the forenoon.

SENTRY COURT REPORTING
&
LITIGATION SERVICES, LLC

100 Hanover Avenue, Suite 202
Cedar Knolls, New Jersey 07927
Phone: 1-973-359-8444 Fax: 1-973-359-1049

Condensed Transcript

DEFENDANT'S
EXHIBIT
A

Page 6

1 answer as though it is sworn under oath.

2 Your responses have to be verbal; a nod of
3 the head or even something like uh-huh aren't really
4 clear on the record. Yes and no and clearly speaking
5 helps because as you can see, we are taking
6 everything down, and if it's not clear on the record
7 what you are saying, we won't have your testimony.
8 As I said, nonverbal responses by way of nods can't
9 be recorded by the stenographer.

10 Are you under the influence of any substance
11 or medication that might inhibit your ability to
12 testify truthfully or understand what I'm asking you?
13 A. No.

14 Q. Okay. Generally, unless I specifically
15 ask you to guess at something or estimate or
16 speculate on something, generally I don't want you to
17 do that. Generally I want an answer from your own
18 experience, not guessing. If you have to guess or
19 you are telling me you are going to guess, please
20 tell me that in advance, okay?

21 A. Sure.

22 Q. All right. I'm going to show you a
23 document consisting of three pages.

24 MR. KOVATS: And I'll ask it to be marked
25 I guess G-1.

Page 7

1 (Whereupon a subpoena to produce
2 documents, information or objects to permit
3 inspection of premises in a civil action was
4 received and marked as Exhibit G-1 for
5 identification.)

6 Q. I'll ask you to take a look at that
7 three-page document and I'll ask you if you recognize
8 it first and I'll ask you some questions about that.

9 A. So the question is do I recognize this
10 particular document?

11 Q. There is no question before you at this
12 point in time.

13 A. Okay.

14 Q. All right. Have you had an opportunity
15 to review it?

16 A. Right now, yes.

17 Q. Do you recognize that as a subpoena that
18 required your appearance at this deposition?

19 A. Yes.

20 Q. On the second sheet, take a look at that,
21 there are three things you were asked to produce at
22 this deposition. Do you recognize those things you
23 were requested to produce?

24 A. Yes.

25 Q. Okay, let me stop here. I know that

Page 8

1 through your counsel you have provided a number of
2 documents already by way of discovery requests. Do
3 you agree with that?

4 A. Yes.

5 Q. Okay. This subpoena asked you to produce
6 additional documents, writings, materials, that you
7 haven't already produced. Do you have any documents
8 that you brought with you today?

9 A. No, I don't have any documents today.

10 Q. Are there any other documents that you
11 believe you will be relying upon at the time of trial
12 that you haven't already produced today?

13 MR. TIEMAN: Objection.

14 You can answer.

15 A. Can you repeat the question again, please?

16 MR. KOVATS: I'll ask it to be read back.

17 (The requested portion was read back.)

18 A. According to my recollection, no.

19 Q. Are there any other writings you have in
20 your possession that you have not already produced
21 that are relevant to this proceeding?

22 A. No.

23 Q. Sir, I'm going to ask you your date of
24 birth?

25 A. 3/13/67.

Page 9

1 Q. Okay. Can you give me the benefit of
2 your employment history starting back to the 1990s?

3 A. 1990s. I worked at the Division of Employment
4 and Training as a math instructor, as a program
5 monitor, contractor manager. From there I came to
6 Freshhold.

7 Q. Let me stop you there. For what period
8 of time did you work for the Division of Employment
9 and Training?

10 A. I started in 1994.

11 Q. And when did you leave that position?

12 A. I worked there for about 13 years, 12 or
13 years.

14 Q. And the other titles you talked about
15 were all with the Division of Employment and
16 Training?

17 A. Yes.

18 Q. That was all within that period of time
19 between 1994 and 13 years thereafter?

20 A. Yes.

21 Q. Okay. Was that a civil service position?

22 A. Yes.

23 Q. This is a civil service position?

24 A. Yes.

25 Q. What was your title?

Page 10

- 1 A. What was my title?
 2 Q. Your specific title under civil service.
 3 A. As far as civil service with the county, it was
 4 the program monitor -- program monitor.
 5 Q. That was your civil service title?
 6 A. Yes, and actually all the other titles were
 7 civil service titles.
 8 Q. What were the others?
 9 A. The math instructor and the titles I gave you
 10 before.
 11 Q. So basically you held a civil service
 12 position from 1994 to the present, correct?
 13 A. Yes.
 14 Q. After you were no longer employed with
 15 the Division of Employment and Training, where were
 16 you employed?
 17 A. After I was no longer employed with the
 18 Division of Employment and Training?
 19 Q. After 13 years where were you employed?
 20 A. Monmouth County, here, Building and Grounds.
 21 Q. And in what capacity were you first
 22 employed in buildings and grounds?
 23 A. Electrician.
 24 Q. And for how long were you employed --
 25 from what years were you employed as an electrician?

Page 11

- 1 A. 19 -- from the time I left -- from the time I
 2 left the Division of Training and Employment until
 3 present.
 4 Q. Do you know the year you started as an
 5 electrician?
 6 A. I'm not sure the year I started, but I know it
 7 was after that time frame. I can't recollect that
 8 right now.
 9 Q. Okay. Other than the position of
 10 electrician, what other titles did you hold under
 11 buildings and grounds for Monmouth County?
 12 A. Senior electrician.
 13 Q. Do you recall when you became a senior
 14 electrician?
 15 A. Excuse me?
 16 Q. Do you recall when you became a senior
 17 electrician?
 18 A. Approximately two years after transferring from
 19 the Division of Employment and Training,
 20 approximately two years after that.
 21 Q. So you are not sure of the dates, but you
 22 are sort of sure of the time frame?
 23 A. I'm not sure of the exact date, no.
 24 Q. Do you know a year?
 25 A. The year I became a senior electrician -- I

Page 12

- 1 don't know the exact year, but I know that I was a
 2 senior electrician and human resources has that
 3 information.
 4 Q. I'm asking from your recollection, not
 5 from a different entity. So we are clear, you have
 6 no recollection of the specific year that you became
 7 a senior electrician?
 8 A. If I have a calendar, we can look back for the
 9 years, and I can tell you exactly what year.
 10 MR. TIEMAN: You can answer his question.
 11 Do you want to read that back?
 12 (The requested portion was read back.)
 13 A. The exact year -- I don't know the exact year.
 14 Q. I believe you testified before that the
 15 position of senior electrician -- strike that.
 16 Your present title continues to be senior
 17 electrician, correct?
 18 A. Yes.
 19 Q. To the present?
 20 A. Yes.
 21 Q. I'm going to show you a document which
 22 was previously marked Kenney-5. I can take G-1 from
 23 you. If you need to refer to G-1 at all, I'll place
 24 it on the table here. I'll show you a document
 25 previously marked as Kenney-5 at an earlier

Page 13

- 1 deposition. Take your time and take a look at that
 2 document.
 3 Have you had an opportunity to review that
 4 document?
 5 A. Yes.
 6 Q. Would you agree with me Kenney-5 is the
 7 first amended complaint you filed in this action
 8 brought against the county, Mr. Krzyanowski, Mr.
 9 Compton and Mr. Bell?
 10 A. Yes.
 11 Q. Now, prior to having that complaint
 12 filed, did you have an opportunity to review that
 13 with your counsel?
 14 A. This right here, yes.
 15 Q. "This right here" being Kenney-5, did you
 16 have an opportunity to review the contents of the
 17 first amended complaint with your counsel prior to it
 18 being filed?
 19 A. No, no. Prior to it being filed, no.
 20 Q. You were aware they were filing it on
 21 your behalf?
 22 A. I was aware of that, yes.
 23 Q. I'm going ask you some questions about
 24 Kenney-5 specific to some of the claims that are
 25 being made within that complaint. Do you understand

Page 106

1 MR. TIEMAN: Objection.
 2 You can answer.
 3 A. I believe he obtained the position.
 4 Q. This is in an addition to any other
 5 position that he had held in the county?
 6 A. I -- I'm not sure.
 7 Q. Isn't it true that Mr. Gawron basically
 8 was the chief project coordinator at this time in the
 9 county?
 10 A. Yes.
 11 Q. And again, the position was posted in
 12 anticipation of him either vacating the position or
 13 leaving the position open, correct?
 14 A. Yes.
 15 Q. And to the best of your knowledge, that
 16 didn't happen, Gawron didn't vacate the position or
 17 leave it open, correct?
 18 A. Repeat that question again, please.
 19 MR. KOVATS: I'll ask it be read back.
 20 (Whereupon the requested portion was read
 21 back.)
 22 A. Vacate the position of what, the chief or
 23 the --
 24 Q. Chief project coordinator.
 25 A. Okay, according to my knowledge, Walter Gawron

Page 107

1 is the chief project coordinator.
 2 Q. And he was prior to this posting.
 3 correct?
 4 A. Prior to the posting for the chief project
 5 coordinator?
 6 Q. Correct.
 7 A. No, I can't --
 8 Q. Isn't it true Mr. Gawron -- they
 9 anticipated Mr. Gawron leaving his position in the
 10 county and then in anticipation of that there was a
 11 posting, correct?
 12 MR. TIEMAN: Objection.
 13 A. Yes.
 14 Q. But when he didn't leave, they didn't
 15 fill that position with someone else, correct?
 16 MR. TIEMAN: Objection.
 17 You can answer.
 18 A. I don't know.
 19 Q. You don't have any information to testify
 20 that a less qualified candidate obtained that
 21 position or a non-black applicant obtained that
 22 position, correct?
 23 A. It's -- I don't know. The county has a
 24 practice of not letting people know who receives the
 25 position. They keep that a secret. It's a secret.

Page 108

1 They never inform anyone -- even all those
 2 positions, we are not informed who received it. We
 3 have to seek. We have to find. We have to search.
 4 We have to beg who received that position.
 5 Q. Same question, do you know whether that
 6 position was filled?
 7 A. No, I don't know.
 8 Q. So you can provide no testimony it was
 9 filled with a less qualified candidate or a non-
 10 black candidate, correct?
 11 A. Right, I don't know if it was filled.
 12 Q. Next position on page four is the general
 13 supervisor of building services, correct?
 14 A. Correct.
 15 Q. We have already established that you hold
 16 no promotional title in building services, correct?
 17 A. Correct.
 18 Q. There was no posting number?
 19 A. No.
 20 Q. But there was a posting?
 21 A. Yes.
 22 Q. What was the nature of that job?
 23 A. General manager, general supervisor of building
 24 services.
 25 Q. Okay. Who's Scott Griffin?

Page 109

1 A. Who's Scott Griffin?
 2 Q. Yes, sir.
 3 A. He's the former maintenance supervisor for
 4 buildings and grounds, one of the maintenance
 5 supervisors for building and grounds.
 6 Q. So he held a position within the building
 7 services promotional titles, correct?
 8 A. Yes.
 9 Q. You weren't granted an interview by Mr.
 10 Shirley, correct?
 11 A. Yes.
 12 Q. You were not successful in taking the
 13 position?
 14 A. Correct.
 15 Q. To your knowledge based upon the
 16 information here, Mr. Scott Griffin obtained the
 17 position?
 18 A. Yes.
 19 Q. Was the posting -- did the posting
 20 identify the need to have qualifications in building
 21 services?
 22 A. I'm not sure about that.
 23 Q. Moving on to page five, you identify the
 24 position there at the top of the page as management
 25 assistant, correct?

Page 114

1 not again, excuse me. This was something in or about
 2 March of 2016?
 3 A. Correct.
 4 Q. What was the nature of this position?
 5 A. That you would do maintenance and repair, minor
 6 repairing -- that you would supervise maintenance
 7 repair individuals. Sorry.
 8 Q. Maintenance repair and what?
 9 A. It could be changing light bulbs, changing
 10 light fixtures, repairing walls.
 11 Q. Was it your understanding that this title
 12 was in the -- strike that.
 13 That this was a promotional title within
 14 building services?
 15 A. Yes.
 16 Q. I think you indicate here a Kevin
 17 Baxter -- you indicate you are not sure, but you
 18 believe Kevin Baxter may have received this position,
 19 correct?
 20 A. Correct.
 21 Q. You also indicated he once held the title
 22 of senior electrician?
 23 A. Correct.
 24 Q. Do you know whether or not he changed his
 25 job title to be within building services?

Page 115

1 A. He did not change his job title.
 2 Q. But you are not sure he received this
 3 position?
 4 A. I'm absolutely sure he received a position as a
 5 maintenance repair supervisor.
 6 Q. But you are not sure whether or not he
 7 received this position?
 8 A. He received the position as supervisor of
 9 maintenance repair so...
 10 Q. I'm going to ask you to listen to my
 11 question very carefully. The position you identified
 12 here is an application that was made by you in or
 13 about March 2016 in your interrogatory responses, you
 14 state "Plaintiff is unsure but believes Kevin Baxter
 15 may have received this position who once held a title
 16 as senior electrician." Did I read that correctly,
 17 sir?
 18 A. Yes.
 19 Q. Is it your testimony today that since the
 20 production of these interrogatories you have now
 21 confirmed your belief that he did receive this
 22 position?
 23 A. I'm not sure but -- I'm not sure he received
 24 the position.
 25 Q. Looking at the next one in line, crew

Page 116

1 supervisor building maintenance worker, can you
 2 describe this position for us?
 3 A. Supervise -- crew supervisor. It's a new
 4 position that was posted and this position is to
 5 supervise the crew. Crew supervisor building
 6 maintenance worker, they supervise the crew.
 7 Q. This is again within the building
 8 services promotional job title?
 9 A. Yes.
 10 Q. Okay. And to be clear, building
 11 services, basically is it your understanding that the
 12 job titles involve basically building maintenance
 13 worker, basically janitorial services?
 14 A. Yes.
 15 Q. And you never held any of those positions
 16 in any civil service titled position, correct?
 17 A. Correct.
 18 Q. You indicated that position went to
 19 Robert Briscoe, B-R-I-S-C-O-E, is that correct?
 20 A. Correct.
 21 Q. And do you know Mr. Briscoe?
 22 A. Yes.
 23 Q. Do you know what positions he has held in
 24 the county?
 25 A. He is a carpenter.

Page 117

1 Q. Any other positions he has held in the
 2 county?
 3 A. That's all I know of. He was a carpenter prior
 4 to that that never completed his probationary
 5 period.
 6 Q. So he has not maintained being a
 7 carpenter in the county?
 8 A. No, he is not. He is no longer a carpenter
 9 now, but he never received a probationary period to
 10 even transfer -- to receive a promotion for
 11 supervisor.
 12 Q. And you know that why, because he didn't
 13 complete his probation period?
 14 A. Just from his supervisor Jason Dezeoto informed
 15 me he did not complete his probationary period for
 16 any promotion for that matter.
 17 Q. Do you know whether or not he held any
 18 other titles?
 19 A. No.
 20 Q. Any promotional titles?
 21 A. No.
 22 Q. It's entirely possible that he did? Did
 23 you understand my question?
 24 A. Well, I'm not going to assume that he did.
 25 Q. You certainly don't have any knowledge

Page 162

- 1 Q. And when were you prescribed that
2 medication?
3 A. That was in a few weeks -- within a few weeks
4 or a month or so.
5 Q. So none of the acts that you complained
6 of caused you to take anxiety medication until a few
7 weeks ago?
8 A. No, that's not true. I have been seeing my
9 therapist, Stress Care therapist, Barbara Russo, and
10 I brought it to her attention, and she requested
11 that I do some -- either get medication from a
12 doctor or do some homeopathic type things to reduce
13 my stress.
14 Q. When did you first seek treatment with
15 Dr. Russo? Excuse me, she's not a doctor.
16 When did you first start treatment with the
17 licensed clinical social worker Ms. Russo?
18 A. I don't have the dates with me now, but it
19 was -- I met with her quite some time -- probably
20 almost a year or so ago.
21 Q. When did she refer you -- strike that.
22 When did she recommend you take medication
23 for anxiety or stress?
24 A. When I spoke to her, she said maybe I should
25 take something for that to help calm me down within

Page 164

- 1 Q. Do you recall when?
2 A. I can't recall the exact time.
3 Q. Do you recall how many times you visited
4 Dr. Holstein?
5 A. I visited him at one point for a period --
6 actually, it was a few visits, I said twice, but it
7 was a few visits and then I started going to the
8 Stress Care because I needed a little bit more talk
9 therapy.
10 Q. But I thought your testimony was Ms.
11 Russo recommended you engage in homeopathic methods
12 and thereafter you spoke with Dr. Holstein.
13 A. Excuse me?
14 Q. Your testimony earlier was that you met
15 with Mr. Russo who suggested homeopathic methods and
16 then you spoke with Dr. Holstein.
17 A. No, I was doing all those in conjunction with
18 each other.
19 Q. You were seeing four health care
20 professionals at once?
21 A. Yes, some is better than others; believe it or
22 not, some is better than others.
23 Q. Who do you currently treat with for
24 anxiety and stress?
25 A. I still go to the Stress Care Center and Dr.

Page 163

- 1 the first couple of visits I met with her.
2 Q. And you believe you started treatment
3 with her about a year ago so maybe January 2016?
4 A. I'm not sure of the exact date but on or about.
5 Q. Approximately a year ago. I don't want
6 you to guess, maybe approximately?
7 A. Yes, on or about.
8 Q. Dr. Russo recommended you obtain
9 medication for anxiety for stress within the first
10 few sessions with her, yet it only took you in the
11 last few weeks to receive medication for the anxiety?
12 A. Well, I've been doing homeopathic things to
13 alleviate my stress and anxiety.
14 Q. What homeopathic methods have you been
15 doing?
16 A. Stress talk with her. I've been talking with
17 my psych Dr. Robert Holstein. I've been talking
18 with him and just communicating, unloading.
19 Q. How is talking to another doctor a
20 homeopathic method?
21 A. I wouldn't say -- homeopathic is not taking
22 medication or trying not to take medication.
23 Q. When did you first visit Dr. Russell
24 Holstein?
25 A. I visited him in 2016. I still see him now.

Page 165

- 1 Russell Holstein and I see my general practitioner.
2 Q. Who was the individual who actually
3 prescribed you medication for anxiety and stress?
4 A. Only a doctor can do that.
5 Q. Which doctor prescribed you medication?
6 A. Dr. Graebel M.D.
7 Q. And what kind of doctor is Dr. Russell
8 Holstein?
9 A. He is a psychiatrist.
10 Q. And Dr. Holstein has not prescribed you
11 any medication?
12 A. Dr. Graebel prescribed the medication.
13 Q. Is it your testimony you are currently on
14 medication for anxiety and for a sleep disorder?
15 A. It's anxiety medication and for rest.
16 Q. Is it one medication or two medications?
17 A. It's one medication.
18 Q. How often do you take this medication?
19 A. It's a medication I take every day, as needed
20 every day.
21 Q. Do you take it in the morning or at
22 night?
23 A. As needed every day I take it.
24 Q. Do you generally take, for lack of a
25 better word, one pill a day?

Case 3:16-cv-01578-PGS-LHG Document 36-6 Filed 04/21/17 Page 215 of 221 PageID: 632

**The Board of Chosen Freeholders
of the County of Monmouth**

FREDRICA A. BROWN
Personnel Officer
(732) 431-7300

Gerald R. Plotnick
Benefits Coordinator
(732) 303-7655

February 16, 2005



HALL OF RECORDS
1 E. MAIN STREET
FREEHOLD, NEW JERSEY 07728
Fax: (732) 431-7924

Mr. Luther S. Graham
474 Sairs Avenue/6B
Long Branch, New Jersey 07740

Dear Mr. Graham:

On behalf of the Board of Chosen Freeholders, we are pleased to confirm that you have accepted the County of Monmouth's job offer for the position of Electrician in the Monmouth County Building and Grounds Department/Trades Area. You will receive an annualized salary of \$34,000. The start date of your employment will be Monday, March 7, 2005.

This job offer is conditioned upon the successful completion of reference checks, fingerprints and any medical clearances as required of your position. Unsatisfactory results may be cause for this offer to be rescinded.

This "permanent" appointment will become final after you complete a work test period. You will receive additional information about this evaluation period from this office.

Please review the attached schedule for your New Hire Orientation program, which coincides with your first day of work. Your required participation will help you appreciate the many excellent County benefits and the advantages of becoming a Public Service employee.

Should you have any questions, please do not hesitate to contact me.

Once again, welcome and good luck.

Sincerely,

A handwritten signature in dark ink, appearing to read "J. Signorelli", is written over a horizontal line.

Jacquelin Y. Signorelli
Personnel Assistant

Encl. (3)

1. Orientation Schedule
2. List of Required Documents
3. Map & Parking

CF: D. Krzyzanowski, B&G
J. Cerreta, B&G

new jersey department of personnel nj dop CAMPs							
Home	Select Jurisdiction	New Transaction	Reports	Queries	Help	Logout	
User: SUZANNE OGBORNE							
Juris Base: 130000 - MONMOUTH COUNTY - ALL DEPARTMENTS: Online							

Job History

Employee ID: 000496723
 Employee Name: LUTHER S GRAHAM
 Job Number: 1
 Hire Date: 03/07/2005
 Total Salary: 43301
 Essential Employee: N

Perm Service Entry Date: 03/07/2005
 Perm Title Code: 01706
 Perm Title Ed-Level: A/1
 Perm Title Class Code: 01
 Perm Appt Date: 03/07/2005
 Working Test End Date: 08/03/2008

Effective Date	Transaction Code	RC	Department Name	Appt Type	CM	Title Code	Title Name	Request ID
05/03/2008	03-Conversion of Appointment Type		PUBLIC WORKS BUILDINGS AND GROUNDS	RAP	01	03308	SR ELECTRCN	13000007050800106
08/27/2007	08-Promotion		PUBLIC WORKS BUILDINGS AND GROUNDS	PAP	01	03308	SR ELECTRCN	13000007080700178
03/07/2005	02-New Hire		PUBLIC WORKS BUILDINGS AND GROUNDS	RAO	01	01706	ELECTRCN	13000007030500014

View Cancel

EXHIBIT B

MONMOUTH COUNTY
REPORTABLE INCIDENT / COMPLAINT FORM

Proper workplace conduct is a top priority of Monmouth County. County employees are expected to adhere to all policies, procedures, rules, regulations and NJ and Federal Statutes. In order to maintain a transparent, ethical and responsible work environment and to ensure the public's satisfaction with our service, this Reportable Incident / Complaint Form has been established to track, respond and rectify all complaints. This form is to be completed by the employee receiving the complaint or a designated department intake person. Examples of reportable incidents include violations of county policies and procedures, misuse of county vehicles, safety issues and any reportable misconduct. Complete this form in full immediately upon receiving a reportable incident and submit to Human Resources within 24 hours or as soon as practicable.

MAY BE COMPLETED BY INTAKE PERSON WITHIN THE COUNTY OR COMPLAINANT

I. REPORTABLE INCIDENT / COMPLAINT INFORMATION

Name of Intake Person November 2014 First Name Current and ongoing Last Name February 4, 2015
 Date of Incident November 2014 Time Day Shift ☐ am ☐ pm Location Various County Locations
 On or about November 2014 How was the incident reported? ☐ Phone ☐ Mail ☐ Email ☒ Written ☒ Other Kevin J. Burke 08:30 AM meeting 2-4-2015
 Person reporting complaint ☒ Mr. ☐ Mrs. ☐ Ms. Luther First Name Graham Last Name Graham
☒ Employee ☐ Citizen
 Telephone Numbers Home NA Cell 732-809-6908 Work 732-431-7360
 Email address luthersegraham@gmail.com
 Complete home address 56 B Manchester Court Freehold, New Jersey 07728
 Employer name & address The Monmouth County Human Resources Department
Hall of Records 1 East Main St. Freehold NJ 07728

II. MONMOUTH COUNTY EMPLOYEE(S) INVOLVED

Employee full name	Employee's job title or work assignment	County Owned Vehicle Information (If involved with complaint/incident)
<u>Robert W. Compton</u>	<u>Superintendent Buildings and Grounds</u>	
<u>David Kryzanowski</u>	<u>Supervisor of General Services</u>	
<u>Craig Bell</u>	<u>General Trades Supervisor</u>	

Employee's name unknown: Describe employee using distinguishing characteristics, e.g. hair color, height, badge I.D. #, uniform color, tattoo, gender, other.

III. INCIDENT DETAILS

Full description of event:
See attached: 2 pages letter dated March 12, 2015
2 Pages E-mail dated November 26, 2014
4 Pages E-mail dated July 26, 2013
3 Pages E-mail dated March 7, 2013

RECEIVED
MAR 12 PM 2:57
HUMAN RESOURCES DEPARTMENT

(Signature)
COMPLETED BY HUMAN RESOURCES

Additional attachments and/or documentation? ☒ Yes ☐ No

IV. How was the incident form received? ☐ Phone ☐ Mail ☐ Email ☐ Other _____
 Date received _____ Time received _____ ☐ am ☐ pm Control # HR2012-
 Received by (print name) _____ Signature _____

9-2012
 ATTENTION: Scott Cline
 Completed forms should be faxed to 732-431-7924 or emailed to mehrintake@co.monmouth.nj.us

**DEFENDANT'S
EXHIBIT**

B

Luther Graham
56B Manchester Court
Freehold, New Jersey 07728
(732) 809-6908
luthers.graham@gmail.com

March 12, 2015

Incident Details:

Please accept this complaint detailing my unfair, unjust and undue experience as a stellar employee of Monmouth County. Management has been given a full description of events during a previously scheduled meeting, which include but are not limited to, on-going harassment, discrimination, hostile work environment, unfair practices, job promotion discrimination and procedural defects in job promotions, which are violations of the New Jersey State Policy Prohibiting Discrimination in the Workplace.

Management has also been made aware of, to include but not limited to, the egregious conduct centered toward me by Robert W. Compton, Superintendent Buildings and Grounds, and David Krzyzanowski, Supervisor of General Services and Craig Bell, General Trades Supervisor. They continue to abuse and misuse their authority.

I have been retaliated against by virtue of participating in protected activity which has resulted in several adverse employment actions. I applied for a position that was posted; Robert W. Compton and David Krzyzanowski have blatantly refused to fill the project coordinator position that is currently vacant. I have been denied an interview. There seems to be a disadvantage toward minorities (rules are not applied even handedly) when it comes to job postings and promotions but not limited to. I am an eligible employee and I have been denied an opportunity for an interview and promotions because of bias, this is illegal. I have rights!

Next, I was told by Aaron Kinney, Electrical Supervisor that David Krzyzanowski, Supervisor of General Services told him to "get rid of me." I take this threat serious and fear for my safety and job security. Aaron Kinney, Electrical Supervisor also informed me that when he and I are driving around in the county vehicle, they make a mockery statement, i.e., "Driving Ms. Daisy." This rises to the level of discrimination, employment bullying and it's egregious, others are aware of these comments. Management has proof and to date have done nothing. Due to their

March 12, 2015

Page 2

inactions, they have now created a hostile environment. I am the victim. This is also negligence retention on management's part; I have the protection of long-term employment, coupled with my unblemished employment history, and should not be subjected to threats to my life and job security, such as "Get rid of him." I also have copies of 3 emails that are descriptive showing derogatory references, i.e., see New Jersey State Policy Prohibiting Discrimination in the Workplace, page 3, bullets 3 and 5. By way of this letter, I am making a third party complaint.

As a remedy, Luther Graham demands, including but not limited to, management to take whatever actions it deems appropriate: removal, re-assignment, refer to other appropriate authorities for review of violations of state and federal statutes, rightful opportunity for interviews, non-bias approach when placing supervisor to work in the Building and Grounds Trades Department. There are a disproportionate number of minority supervisors and staff compared to Caucasian; correct procedural defects in job promotions; cease and desist in job promotion discrimination; apply all rules even-handedly without a disadvantage to minorities; recruit minority management; compel affirmative officer to assist staff. Cease and desist in violations of the New Jersey State Policy Prohibiting Discrimination in the workplace; stop workplace bullying and all unlawful conduct. Offer assistance to victims to help them cope with the devastating effect of such unlawful conduct.

In closing, I have presented substantial evidence to prove that Mr. Compton, Mr. Krzyzanowski and Mr. Bell are guilty and should be charged and disciplinary consequences should flow from the aforementioned conduct.

I greatly appreciate your time, attention, and just consideration of my circumstances. I hereby certify that the foregoing statements made by me are all true to the best of my knowledge, information, and belief. I am aware that if any of the foregoing statements made by me are willfully false, that I am subject to punishment under the law.

Respectfully submitted,



Luther Graham, Senior Electrician

attachment

 **COPY**

Kinney, Aaron

From: Kinney, Aaron
Sent: Wednesday, November 26, 2014 2:14 PM
To: 'luther.graham@gmail.com'
Subject: FW: Hepatitis shots

From: Kinney, Aaron
Sent: Wednesday, November 26, 2014 12:15 PM
To: 'aaronkinney@optonline.net'
Subject: FW: Hepatitis shots

From: DeSiato, Jason
Sent: Wednesday, March 19, 2014 3:20 PM
To: Kinney, Aaron
Subject: FW: Hepatitis shots

From: Krzyzanowski, Dave
Sent: Wednesday, March 19, 2014 1:31 PM
To: DeSiato, Jason
Subject: RE: Hepatitis shots

Do you want me to put you over my knee and teach you the meaning of "Chain of command?"

Thanks
Dave

From: DeSiato, Jason
Sent: Wednesday, March 19, 2014 1:11 PM
To: Krzyzanowski, Dave
Cc: Bell, Craig
Subject: RE: Hepatitis shots

I'm sorry, it was your name James Moge referenced in his weekly e-mail so I thought it was best to go right to the source.

From: Krzyzanowski, Dave
Sent: Wednesday, March 19, 2014 10:42 AM
To: DeSiato, Jason
Subject: RE: Hepatitis shots

I'm sorry, I don't recognize you as someone directly in my lower chain of command. Please discuss your concerns with your immediate supervisor and if appropriate, they will bring your concerns to my attention...

Thanks
Dave

Thank you for your cooperation

Dave

From: DeSiato, Jason
Sent: Wednesday, March 19, 2014 7:34 AM
To: Krzyzanowski, Dave
Cc: Bell, Craig
Subject: Hepatitis shots

Dave, I have several employees who want the vaccine, including myself.

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

 **COPY**

Kinney, Aaron

From: Bell, Craig
Sent: Friday, July 26, 2013 10:45 AM
To: Kinney, Aaron; Kozlowski, Chris; Plummer, Paul
Cc: Magee, James
Subject: FW: Confined space
Attachments: MR900440408.JPG; MH900301300.JPG

Aaron, other than the pit @ BFT PL, I don't know of any others that pertain to the Electricians. Paul, yours should just be various lift stations; i.e. Dist #7. Chris, you have the most to identify.

Guys, try to get me something by the end of next week; Friday, August 2nd....2013!

Thanks,
Craig

From: Krzyzanowski, Dave
Sent: Friday, July 26, 2013 10:27 AM
To: Bell, Craig
Subject: Confined space

Craig,

We talked a couple of weeks ago about having to complete the Confined Space Inventory for Kathy before we can have the formal training to operate inside those spaces. You asked your Supervisors to make some time to sit down and get this out of the way, but I haven't seen anything yet. I know we are all EXTREMELY busy but this needs to be done. Inventory and pictures. If your staff does the inventories, I'm sure we can get some help from Building Services for the pictures...

If you need some assistance in persuading your staff to make this happen, perhaps the two attachments will help motivate...

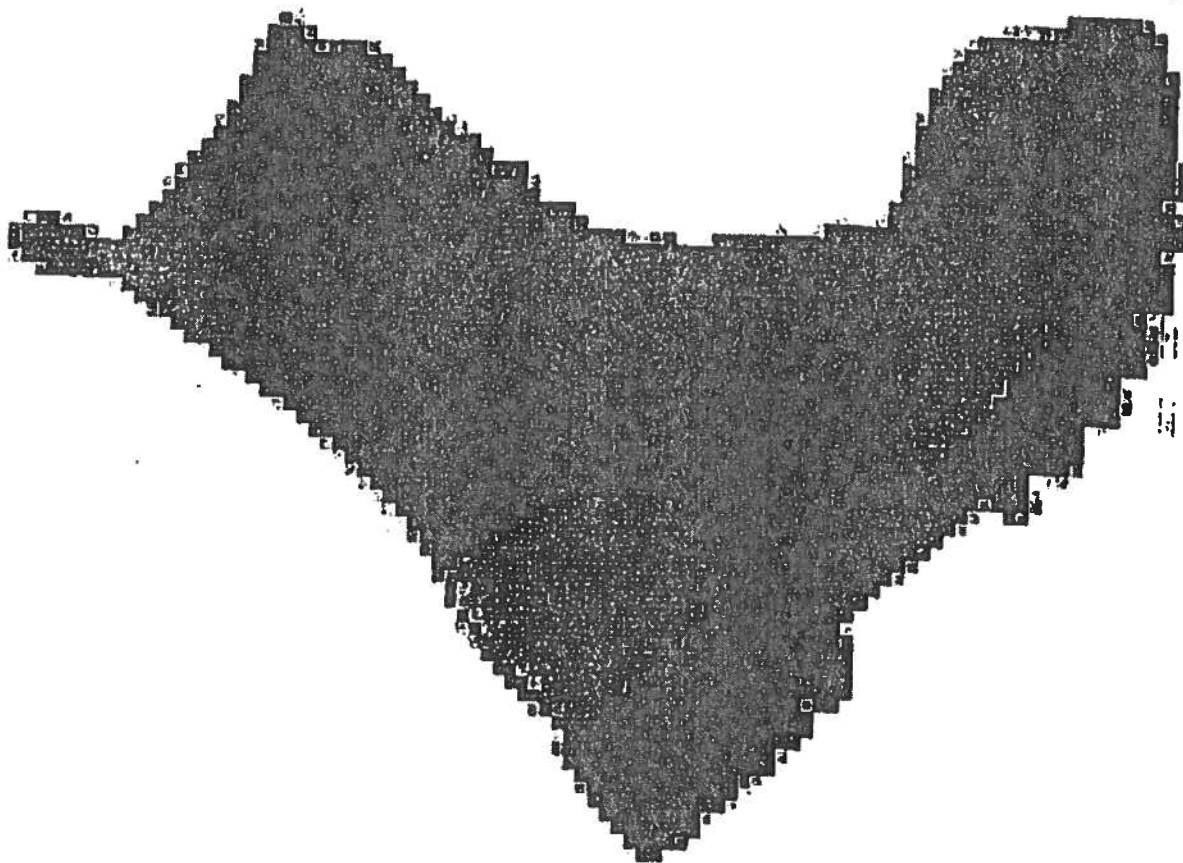
Thanks
Dave

David Krzyzanowski
Supervisor General Services Operations
Monmouth County Buildings & Grounds
250 Center Street
Freehold, N.J. 07728
Office 732-431-7350 X-2172
Cell 732-299-4863
Fax 732-409-7592
E-mail dkrzyzan@co.monmouth.nj.us

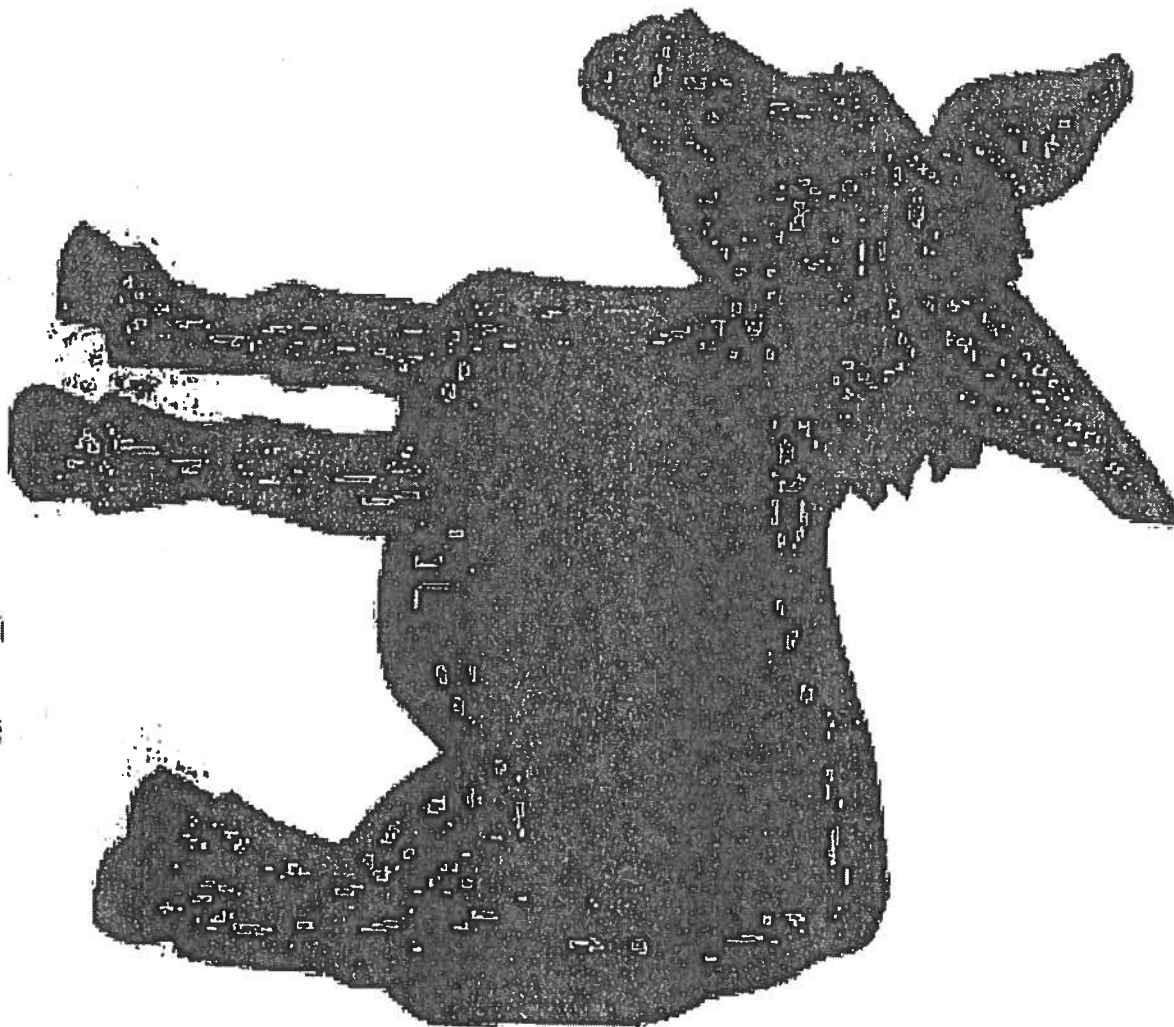
NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

 COPY



 COPY



 **COPY**

Kinney, Aaron

From: Kinney, Aaron
Sent: Thursday, March 07, 2013 7:25 AM
To: Krzyzanowski, Dave; Compton, Robert; Kinney, Aaron
Cc: Compton, Robert
Subject: RE: Procedure being followed by electrical dept. for work request

I went to your office on 3/5/13 to discuss my over all work performance, (my relation with Mr. Bell) and accusations made in refrence to my doing nothing at Dist 8. At no time did you ever ask me what I did at dist 8 or question what did Mr. Bells complaints about me Intall which were numerous acusations. Instead you accused me of being driven around by luther like Miss Dalse. Held me responsible for a false assumption that my employee (luther) wasn't on the job on 3/4/13) which wasn't true. How do you expect me to Justife a false accusation that has no foundation of truth. At no time has Craig Bell asked me what I did at Dist 8 and again on 3/6/13 while he was in my office he implied again that if I need down time I shouldn't be ridng around with luther. On 3/5/13 you told me that I should talk to Craig and support him. My Attempt to place all of my self and responsibility under his review gets me more condemnation from you. How do you expect me to work for any one who twist every thing you do. So I will make at Time managment sheet for my self and I will label it Driving Miss. Dalse. At any time you or any one wish to see what I do ask and it shall be give to you

I am no a happy camper and your right this probable is not a smart move. but when all else fails you have to believe that TRUTH will pervail.

Aaron Kinney

From: Kinney, Aaron
Sent: Thursday, March 07, 2013 7:03 AM
To: Krzyzanowski, Dave
Subject: RE: Procedure being followed by electrical dept. for work request

You havent seen nothing Dalse ant happy

From: Krzyzanowski, Dave
Sent: Wednesday, March 06, 2013 3:22 PM
To: Kinney, Aaron
Subject: RE: Procedure being followed by electrical dept. for work request

For a smart person THAT was a real silly move Aaron.

From: Kinney, Aaron
Sent: Wednesday, March 06, 2013 2:20 PM
To: Krzyzanowski, Dave
Subject: RE: Procedure being followed by electrical dept. for work request

Your right I did not. I missed Mogee to

From: Krzyzanowski, Dave
Sent: Wednesday, March 06, 2013 2:14 PM

To: Kinney, Aaron

Subject: RE: Procedure being followed by electrical dept. for work request

Did you send this to Craig?

Dave

From: Kinney, Aaron

Sent: Wednesday, March 06, 2013 2:10 PM

To: Compton, Robert; Krzyzanowski, Dave; Shirley, James; Gawron, Walter; Curti, John; Palumbo, James; Brzozowski, Stanley; Kinney, Aaron; Thomas, Cecelia; Coyle, Tom; Gibson, Paul; Devito, Lella; Brock, Thomas; Griffin, Scott; Forter, Alain; Rotondo, Ken; Bentsen, David; Strucek, Richard; Strich, Ron; Robert Vignolini; jattanas@monmouth.nj.us; DeStato, Jason; Ganley, Marty; Peda, John; Kleschinsky, Steve; Kozio, Chris; Plummer, Paul

Subject: Procedure being followed by electrical dept. for work request

For your review.

Looking forward to your cooperation in this matter.

Aaron Kinney

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

NOTICE OF CONFIDENTIALITY

This message, including any prior messages and attachments, may contain advisory, consultative and/or deliberative material, confidential information or privileged communications of the County of Monmouth. Access to this message by anyone other than the sender and the intended recipient(s) is unauthorized. If you are not the intended recipient of this message, any disclosure, copying, distribution or action taken or not taken in reliance on it, without the expressed written consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

Case 3:16-cv-01578-PGS-LHG Document 36-6 Filed 04/21/17 Page 170 of 221 PageID: 587

consent of the County, is prohibited. If you have received this message in error, you should not save, scan, transmit, print, use or disseminate this message or any information contained in this message in any way and you should promptly delete or destroy this message and all copies of it. Please notify the sender by return e-mail if you have received this message in error.

MONMOUTH COUNTY
REPORTABLE INCIDENT / COMPLAINT FORM

Proper workplace conduct is a top priority of Monmouth County. County employees are expected to adhere to all policies, procedures, rules, regulations and NJ and Federal Statutes. In order to maintain a transparent, ethical and responsible work environment and to ensure the public's satisfaction with our service, this Reportable Incident / Complaint Form has been established to track, respond and rectify all complaints. This form is to be completed by the employee receiving the complaint or a designated department intake person. Examples of reportable incidents include violations of county policies and procedures, misuse of county vehicles, safety issues and any reportable misconduct. Complete this form in full immediately upon receiving a reportable incident and submit to Human Resources within 24 hours or as soon as practicable.

MAY BE COMPLETED BY INTAKE PERSON WITHIN THE COUNTY OR COMPLAINANT

I. REPORTABLE INCIDENT / COMPLAINT INFORMATION

Today's Date April 30, 2015

Name of Intake Person _____

First Name _____ Last Name _____

Date of Incident On or about April 30, 2015 Time 10:00 ☒ am ☐ pm Location - court house - 911 communication center

How was the incident reported? ☐ Phone ☐ Mail ☐ Email ☐ Written ☒ Other Kevin J. Burke

Person reporting complaint ☒ Mr. ☐ Mrs. ☐ Ms. Luther First Name _____ Last Name Graham

☐ Employee ☐ Citizen

Telephone Numbers Home N/A Cell 732-809-6908 Work 732-431-7360

Email address luthers.graham@gmail.com

Complete home address 516 B Manchester Court Freehold NJ 07728

Employer name & address Monmouth County Human Resources Department
Hall of Records 1 East Main St. Freehold NJ 07728

II. MONMOUTH COUNTY EMPLOYEE(S) INVOLVED

Employee full name	Employee's job title or work assignment	County Owned Vehicle Information (If involved with complaint/incident)
<u>Michael McGulagh</u>	<u>Asst. Super. Build. Service</u>	<u>911 Comm. center</u>
<u>Michael Mackest</u>	<u>Asst. Super. Build. Service</u>	<u>court house</u>
<u>Robert W. Compton and David Krzyzanowski</u>		

Employee name unknown: Describe employee using distinguishing characteristics, e.g. hair color, height, badge I.D. #, uniform color, tattoo, gender, other.

III. INCIDENT DETAILS

Full description of events:
See attached Incident Details

RECEIVED
2015 MAY -1 PM 3:59

Additional attachments and/or documentation? ☐ Yes ☐ No

COMPLETED BY HUMAN RESOURCES

IV. How was the incident form received? ☐ Phone ☐ Mail ☐ Email ☐ Other _____

Date received _____ Time received _____ ☐ am ☐ pm Control # HR2012-

Received by (print name) _____ Signature _____

9-2012
ATTENTION: Scott Cimer

HR-24

Completed forms should be faxed to 732-431-7924 or emailed to mchrintake@co.monmouth.nj.us

Luther Graham
56B Manchester Court
Freehold, New Jersey 07728
(732) 809-6908; luthers.graham@gmail.com

April 30, 2015

Incident Details:

Please accept this complaint detailing my on-going, unfair, unjust and undue experience as a stellar employee of Monmouth County, which include but are not limited to, on-going harassment, discrimination, hostile work environment, unfair practices, job promotion discrimination and procedural defects in job promotions, which are violations of the New Jersey State Policy Prohibiting Discrimination in the Workplace. In, addition wrongful promotion of two candidates to positions of Assistant Supervisor, Building Service (job specification 06467)

Management has also been made aware of, to include but not limited to, the egregious conduct centered toward me by Robert W. Compton, Superintendent Buildings and Grounds, and David Krzyzanowski, Supervisor of General Services and Craig Bell, General Trades Supervisor. They continue to abuse and misuse their authority (violation of contract 2C.6). Further, they are responsible for position placement and well aware of what's going on.

I was denied my rightful opportunity to express my interest in a position that would have provided an opportunity for a promotion for me. A job posting was posted December 18, 2014 with a closing date of December 26, 2014 for Assistant Supervising HVAC Mechanic (Regular) and a worksite (TBD). Only an employee with HVAC mechanic experience would apply. Thus, I did not apply. I find it extremely curious that two candidates were placed in the (Anticipated 2015 vacancy) for Assistant Supervising HVAC Mechanic yet promoted to Assistant Supervisor, Building Service. I was not given my rightful opportunity to express why I am a better candidate for Assistant Supervisor, Building Service because the job posting was for Assistant Supervising HVAC Mechanic NOT Assistant Supervisor, Building Service. This process conveys a notion of a tendency to abuse the possession of power. By way of this complaint I would like my rightful opportunity to apply and be considered for the two positions in Monmouth County. The first position in which Michael Markert was wrongfully promoted to at the courthouse as Assistant Supervisor, Building Service and the second position in which Michael McCulough was wrongfully promoted to at the 911 communication center.

I greatly appreciate your time, attention, and just consideration of my circumstances. I hereby certify that the foregoing statements made by me are all true to the best of my knowledge, information, and belief. I am aware that if any of the foregoing statements made by me are willfully false, that I am subject to punishment under the law.

Respectfully submitted,



Luther Graham, Senior Electrician



MONMOUTH COUNTY REPORTABLE INCIDENT / COMPLAINT FORM

Proper workplace conduct is a top priority of Monmouth County. County employees are expected to adhere to all policies, procedures, rules, regulations and NJ and Federal Statutes. In order to maintain a transparent, ethical and responsible work environment and to ensure the public's satisfaction with our service, this Reportable Incident / Complaint Form has been established to track, respond and rectify all complaints. This form is to be completed by the employee receiving the complaint or a designated department intake person. Examples of reportable incidents include violations of county policies and procedures, misuse of county vehicles, safety issues and any reportable misconduct. Complete this form in full immediately upon receiving a reportable incident and submit to Human Resources within 24 hours or as soon as practicable.

THIS FORM MAY BE COMPLETED BY INTAKE PERSON WITHIN THE COUNTY OR COMPLAINANT

I. REPORTABLE INCIDENT / COMPLAINT INFORMATION

June 18, 2015
Today's Date

Name of Intake Person Luther Graham
First Name Last Name

Date of Incident on or about May 18, 2015 Time 4:00 PM ☐ am ☒ pm Location various County locations & Hall of Records

How was the incident reported? ☐ Phone ☐ Mail ☐ Email ☒ Written ☐ Other Kevin J. Burke

Person reporting complaint ☐ Mr. ☐ Mrs. ☐ Ms. Luther Graham
☐ Employee ☐ Citizen First Name Last Name

Telephone Numbers Home _____ Cell (732) 809-6908 Work (732) 431-7360

Email address Luthers.Graham@gmail.com

Complete home address 56 B Manchester Court, Freehold, NJ 07728

Employer name & address Monmouth County Human Resources Department
Hall of Records / EAST MAIN ST. Freehold NJ. 07728

II. MONMOUTH COUNTY EMPLOYEE(S) INVOLVED

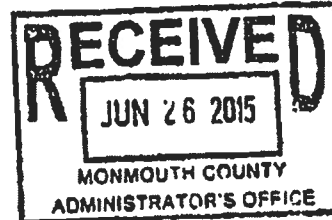
Employee full name	Employee's job title or work assignment	County Owned Vehicle Information (if involved with complaint/incident)
<u>STEVEN Kleinman Esq</u>	<u>In House Special County Counsel</u>	
<u>Craig Daniels</u>	<u>Security Guard</u>	

Employee name unknown. Describe employee using distinguishing characteristics, e.g. hair color, height, badge I.D. #, uniform color, tattoo, gender, other.

III. INCIDENT DETAILS

Full description of events:

See attached details



Additional attachments and/or documentation? ☐ Yes ☐ No

THIS FORM MAY BE COMPLETED BY HUMAN RESOURCES

IV. How was the incident form received? ☐ Phone ☐ Mail ☐ Email ☐ Other _____

Date received _____ Time received _____ ☐ am ☐ pm Control # HR2011-

Received by (print name) _____ Signature _____

3-16-2011

ATTENTION: Frank Tragno

HR-24

Completed forms should be faxed to 732-431-7924 or emailed to mchrints@co.monmouth.nj.us

Monmouth County

Luther Graham
56B Manchester Court
Freehold, New Jersey 07728
(732) 809-6908
luthers.graham@gmail.com

June 18, 2015

Incident Details: Monmouth County Human Resources

Please accept this correspondence with supporting documentation regarding violations of the New Jersey State Policy Prohibiting Discrimination in the Workplace and Breach of Fiduciary Duty by County Counsel, Steve Kleinman, Special County Counsel but not limited to:

Charge of Discrimination: Retaliation, Race from November 2014 to the present but not limited to.

Personal Harm: Complainant alleges he was subjected to acts of racism, reprisal and job promotion discrimination and hostile work environment. Complainant working in a situation that has been acrimonious and hostile for some time, yet nobody has had the foresight to defuse the situation.

The Charge is based on the following:

- a. Complainant belongs to a protected class in that he is African-American.
- b. Complainant engaged in activities protected by law. Specifically on or about November 18, 2014, February 4, 2015, March 12, 2015, April 30, 2015 and June 18, 2015. Client made good faith complaints. Client complained verbally and in writing to the following Monmouth County Human Resources via Monmouth County Reportable Incident/Complaint Form, State of New Jersey Public Employment Relations Commission (PERC) via two unfair practice charges and CWA Local 1075, AFL-CIO via Grievance Form, and in a meeting on February 4, 2015 with Mr. Burke. To date, there has been no response from Human Resources.
- c. Thereafter, Complainant has been subjected to adverse employment actions. Specifically on or about April 2015 and May 2015, he has been harassed about time, discrimination in job promotion and issues of concern regarding racism and victim of conduct unbecoming of Steve Kleinman, Special County Counsel. Specifically, on May 5, 2015 after a PERC matter with Steve Kleinman, myself,

Incident Details/ Monmouth County Human Resources
June 18, 2013
Page 2

Mr. Ablon, Mr. Kleinman failed to execute the best legal capabilities in order to protect the interests of Complainant and violated confidentiality by disclosing information to Craig Daniels regarding my matter at PERC on May 5, 2015 and Breach of Fiduciary Duty and inconsistencies in his position of statements to PERC; two different versions in which I received after I complained May 2, 2015. I received on or about May 12, 2015.

- d. There is a casual connection between Complainant's protected activity and Respondent's adverse employment actions.

Claimant reserves the right to amend this complaint to include any public and/or private entities also responsible upon additional information learned through discovery.

I hereby certify that the foregoing statements made by me are all true to the best of my knowledge, information, and belief. I am aware that if any of the foregoing statements made by me are willfully false, that I am subject to punishment under the law.

Date

6/18/2015



Luther Graham

Luther S. Graham
56B Manchester Court
Freehold, New Jersey 07728
(732) 809-6908
luthers.graham@gmail.com

October 1, 2015

Incident Details:

RE: On-going differential treatment based on race and reprisal; on-going unlawful employment discrimination and acts of unlawful reprisal; tainted investigations by Monmouth County Human Resources; on-going hostile work environment and unfair labor practices.

I continue to be adversely affected in retaliation for asserting my complaints against my superiors, Monmouth County Human Resources and Steve Kleinman, In-House Counsel but not limited to.

I contend that I have been discriminated against to include but not limited to, promotion because I am an African American, I indeed proved that, subsequent to filing my complaints with various agencies (to include but not limited to Monmouth County Human Resources, New Jersey Public Employment Relations Commission and State of New Jersey, Department of Law and Public Safety Division on Civil Rights) my superiors and/or Monmouth County Human Resources and Steve Kleinman but not limited to, have alienated me and misrepresented the facts regarding an "interview" with me for the Project Manager, Construction Promotional Opportunity. I was not interviewed for this position on January 28, 2014.

In a letter dated September 24, 2015 from Frank J. Tragno, Jr., Director Human Resources Department stated:

"As noted within my August 5th writing, this language refers to your claim that you were not interviewed for the Project Manager, Construction Promotional Opportunity. Our investigation revealed that you, along with three other individuals were interviewed for the position on January 28, 2014."

I contend that the aforementioned statement is materially false information. I also contend that the truth has been concealed for the purpose of misleading the facts in this investigation. One of my main points of contention in this matter is that I did not have my rightful opportunity to interview for Project Manager, Construction Promotional Opportunity. In truth, I was never interviewed for said position. An objective investigation was not conducted

Incident Details

October 1, 2015

Page 2

and to date, no substantial evidence has been submitted proving that I interviewed for Project Manager.

Next, on or about September 15, 2015, I was subjected to differential treatment. Specifically, I was informed by my Supervisor/Manager, Aaron Kinney, that the two of us could no longer ride in the same vehicle when responding to a pending job. This directive was ordered by David Krzyzanowski, Supervisor of General Services and Craig Bell, General Trades Supervisor. On the contrary, Aaron Kinney continues to ride in the same vehicle with his caucasian workers, to include but not limited to, Wade Cahoon, Robert Taylor, James Ruotolo and Wayne Edwards. This has been ordered by David Krzyzanowski and Craig Bell with no directive that these workers cannot ride in the same vehicle with a supervisor/manager. Currently, other caucasian supervisors and their caucasian workers ride together; the painting crew, John Peda, Supervisor and his worker, Chris Cummons; HVAC crew Chris Koziol, Supervisor and his worker, Richard Amorosa. This has also been ordered by David Krzyzanowski and Craig Bell with no directive that these workers cannot ride in the same vehicle with a supervisor. I am African-American and I cannot ride in the same vehicle with my caucasian supervisor, Aaron Kinney, again this directive was ordered by David Krzyzanowski and Craig Bell. Please note for quite some time my supervisor/manager and I have rode together in the same vehicle with no incidents, no problems. Why the sudden change? I continue to suffer adverse employment action such as the aforementioned. This is retaliation. My working conditions are becoming intolerable. Why would my superiors want me to travel alone? I contend that all the adverse employment actions are to compel me to resign, (A constructive discharge).

A large amount of the adverse actions have been initiated by my superiors because of my complaints. Monmouth County Human Resources had proof of this and did nothing, due to their inactions, they further contributed to my hostile work environment. I have been victim of numerous adverse actions by Monmouth County, my superiors and Steve Kleinman, In-House Counsel. Monmouth County failed to protect me, this constitutes negligence on their part.

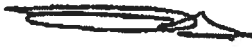
In sum, I am a victim of on-going retaliation for making good faith complaints, thus exercising my rights, including but not limited to, those under the New Jersey Law Against Discrimination, N.J.S.A. 10:5-12 (a) and (d).

Case 3:16-cv-01578-PGS-LHG Document 36-6 Filed 04/21/17 Page 209 of 221 PageID: 626

Incident Details
October 1, 2015
Page 3

I hereby certify that the foregoing statements made by me are all true to the best of my knowledge, information and belief. I am aware that if any of the foregoing statements made by me are willfully false that I am subject to punishment under the law.

Dated: 10/8/15


LUTHER GRAHAM
SENIOR ELECTRICIAN

RECEIVED
2015 OCT -8 AM 10:26
PERSONNEL DEPARTMENT

MONMOUTH COUNTY
DEPARTMENT OF HUMAN RESOURCES

One East Main Street • Freehold, NJ 07728
Phone: 732-431-7300 Fax: 732-431-7924

Frank J. Tropea, Jr.
Director of Human Resources



For information contact:
Mr. Christopher J. DeMarco, Director of Human Resources

August 5, 2015

Via Certified R.R.R. and Regular Mail

Luther S. Graham
56B Manchester Court
Freehold, New Jersey 07728

RE: Your Various Complaints

Dear Mr. Graham:

This letter is to advise you that we have completed our review of the investigative reports and interviews conducted by Kevin J. Burke, Jr., Deputy County Administrator; and, James Cerreta, Assistant Director, Department of Public Works and Engineering, concerning your February 2, 2015; March 12, 2015; and April 30, 2015 complaints against your superiors, Robert Compton, Superintendent Buildings and Grounds; David Krzyzanowski, Supervisor General Services; and, Craig Bell General Supervisor Trades.

All of the complaints were treated seriously and the investigation looked at all of the information you, your coworkers, and, witnesses brought to the County's attention. Based upon the numerous investigative interviews and a full and comprehensive evaluation of the facts, we concur with the investigative findings that it is not possible to conclude, as you allege, that you have been the subject of workplace discrimination and / or harassment based upon race nor that your superiors took inappropriate action regarding job appointments rising to the level of violations of laws or of any unlawful violation of county policies County rules or policies.

By way of review, the investigation revealed your complaints stemmed from the following allegations:

Luther S. Graham
August 5, 2015
Page 2

- February 2, 2015- Violations of various county policies to include, selective enforcement of the lateness policy, not permitted to visit Human Resources for clarification of a county policy, building safety concerns and other improper conduct centered towards you by Superintendent Compton; Supervisor Krzyzanowski; and Supervisor Bell.
- March 12, 2015- Denied an opportunity to be interviewed for a ~~vacancy for the position of Project Manager within the~~ Buildings and Grounds Department. "...There seems to be a disadvantage towards minorities (rules are not applied even handedly) when it comes to job postings and promotions but not limited to. I am an eligible employee and I have been denied an opportunity for an interview and promotions because of bias, this is illegal. I have rights!"
- March 12, 2015- Was informed by my supervisor, Aaron Kinney, Supervising Electrician, that he was informed by Supervisor Krzyzanowski, to "...get rid of me..."
- March 12, 2015- Was informed by my supervisor Aaron Kinney, Supervising Electrician, that when "...he and I are driving around in the county vehicle together, they make a mockery statement, i.e., Driving Ma. Daisy..."
- April 30, 2015- "...two candidates were placed in the (anticipated 2015 vacancy) for Assistant Supervising HVAC Mechanic yet promoted to Assistant Supervisor, Building Service."

By way of background, you are a Senior Electrician, Buildings and Grounds Department. You have served in this title since provisionally being appointed on August 27, 2007 and permanently appointed on May 3, 2008.

Regarding the allegations of February 2, 2015, March 12, 2015 and April 30, 2015, the investigation revealed there was no unlawful violation of County policies made by your superiors towards you; or about you; to Aaron Kinney, Supervising Electrician, et al., as you allege.

Luther S. Graham
August 5, 2015
Page 3

Regarding your February 2, 2015 allegation that on March 31, 2011 you were singled out by your department in its application of the tardiness policy could not be supported. The investigation revealed you were not treated differently than twelve other coworkers and supervisors in your department who received counseling notices and / or discipline who were found to be in violation of the County's lateness policy. Furthermore, the investigation revealed your supervisor, Supervising Electrician Kinney, attached documentation to your March 31, 2011 Notice of Counseling that you have a tendency to be late from several minutes to ten (10) minutes on a regular basis. In response, you advised Supervising Electrician Kinney that lateness is acceptable and that a ten (10) minute grace period is customary. The investigation findings could not corroborate your response to support a ten (10) minute grace period or that you were treated differently from your coworkers and / or superiors in your department's application for those found to be in violation of the lateness policy.

Moreover, your February 2, 2015 allegation that a 2011 departmental posting advised employees that they are prohibited to go to the Human Resources Department could not be supported by the investigation.

By way of review, in your March 12, 2015 complaint you stated that you were denied an opportunity to be interviewed for an anticipated Project Manager, Construction promotional opportunity within the Buildings and Grounds Department. This was an anticipated internal job that had been posted on October 10, 2013 in various locations within the workplace. You properly submitted the requisite paperwork; resume etc., to the Superintendent's Office of Buildings and Grounds on the closing date of October 17, 2013 at 1:10 p.m. according to the electronic time stamp on your cover sheet. The investigation revealed that you, along with three others, had been interviewed by appropriate high level supervisory staff within the Buildings and Grounds Department on January 28, 2014, for the position of Project Manager, Construction. Your allegation that you were not interviewed for the position of Project Manager, Construction, in the Buildings and Grounds Department is completely baseless and unfounded.

Regarding your March 12, 2015 allegation that Supervising Electrician Kinney told you that Supervisor Krzyzanowski, told him to "...get rid of me...",

Luther S. Graham
August 5, 2015
Page 4

the investigation revealed that when Supervising Electrician Kinney was interviewed on April 17, 2015 about the exact words used by Supervisor Krzyzanowski to either substantiate or dismiss your allegation, Supervising Electrician Kinney stated, "Mr. Krzyzanowski told me to do something about Luther Graham." When pressed further about what was exactly stated by Supervisor Krzyzanowski during this particular exchange, Supervising Electrician Kinney then alleged that Supervisor Krzyzanowski said, " 'You created him, do something about it' . "

Moreover, Supervising Electrician Kinney was asked directly about his statement to you that Supervisory Krzyzanowski allegedly said, "...get rid of him..." Supervising Electrician Kinney responded that was only his interpretation and perception of what Supervisor Krzyzanowski had said to him. Supervising Electrician Kinney further stated that to the best of his knowledge Supervisor Krzyzanowski never utilized the phrase "get rid of him" nor any closely aligned terminology or vernacular during their exchange. This allegation is pure hearsay and cannot be supported.

In your March 12, 2015 allegation, which was also relayed to you by Supervising Electrician Kinney regarding the comment, "Driving Miss Daisy", was also fully investigated. You allege this comment was made directly about you because of race whenever you and Supervising Electrician Kinney were driving in a county vehicle together. The investigation could not support that any of the accused made the statement nor did they make the comment toward yourself or Supervising Electrician Kinney.

However, the investigation did reveal Supervising Electrician Kinney did use the comment referring to you and himself in in two separate email transmissions to Supervisor Krzyzanowski, "You haven't seen nothing Daise ant happy" and "...and I will label it Driving Miss. Daise...". When asked about the emails during the investigation, Supervising Electrician Kinney stated that his supervisors had become angered because you and he were driving around together in a county work vehicle against their previous directives to cease this practice. Mr. Kinney stated that he would always drive his assigned work truck and you would be in the passenger seat while driving to various job sites.

Luther S. Graham
August 5, 2015
Page 5

According to the investigation, the origin of the statement dates back many years and was not attributed to any particular race or person and referred to any two employees who rode together in a County-assigned vehicle during the performance of their duties or in their official capacity regardless of race. It is difficult to determine if the statement was made with any racial animus towards yourself, or others, in mind. Nevertheless, it is at a minimum in poor taste and we understand how it could be perceived by others in such a way. Accordingly, the County has addressed this matter by ensuring supervisors' mandatory attendance at management education and proper workplace behavior awareness training as designed and conducted by the County's EAP / Quantum Executive Director, Anthony Riccio, MA, CRAP, CAP, SAP, who is a highly qualified professional in workplace resolution processes and employee / supervisor relationships.

Regarding your allegation of April 30, 2015 wherein you stated, "I was denied my rightful opportunity to express my interest in a position that would have provided an opportunity for a promotion for me. A job posting was posted December 18, 2014 with a closing date of December 26, 2014 ...The first position in which Michael Markert was wrongfully promoted to at the courthouse as Assistant Supervisor, Building Service and the second position in which Michael McCulloch was wrongfully promoted to at the 911 communication center."

There seems to be some confusion. The investigation revealed the following which clears up that confusion.

Both Michael Markert and Michael McCulloch held the title of Heating and Air Conditioning (HVAC) Mechanic and were promoted to the title of Assistant Supervising HVAC Mechanic on January 31, 2015. Additionally, both Tracy Pitts and Lou Bellardino held the title of Senior Building Maintenance Worker and were promoted to the title of Assistant Supervisor Building Service also effective January 31, 2015.

The New Jersey Civil Service Commission (NJCSC) is the state regulatory agency that has the authority to determine and establish the promotional title series and title scope for each civil service title.

Luther S. Graham
August 5, 2013
Page 6

In the case of the HVAC Mechanic Series, the series goes as follows:

1. HVAC Mechanic
2. Assistant Supervising HVAC Mechanic
3. Supervising HVAC Mechanic.

In the case of the Building Service the series goes as follows:

1. Building Maintenance Worker
2. Senior Building Maintenance Worker
3. Assistant Supervisor Building Service
4. Supervisor Building Service.

Furthermore, regarding title scope, in accordance to NJCSC Title 4A:4-2.4
Promotional title scope - local service

a) If a title which is the subject of a promotional examination is part of a title series, the examination, with or without all or part of the open competitive requirements, as appropriate, shall be open to one of the following:

1. The next lower in series title used in the local jurisdiction;
2. The next two lower in series titles used in the local jurisdiction; or
3. All applicants in the unit scope who meet the open competitive requirements and all applicants in the next lower or next two lower in-series titles use in the local jurisdiction.

By way of review, there were two separate internal department postings:

- 1) one for Assistant Supervising Heating and Air Conditioning Mechanic; which was posted from December 18 to 26, 2014; and
- 2) one for Assistant Supervisor Building Service; which was posted from December 1 to 7, 2014.

Luther S. Graham
August 5, 2015
Page 7

These internal department postings were for anticipated vacancies and opened to all employees who met the minimum job requirements as stated on the New Jersey Civil Service Job Description for each of the title postings. Several internal candidates applied for both positions and were interviewed; resulting in four employees who were promoted as provisional appointments to the positions that were in direct-in-line to the next higher title within the title series.

As the employees were appointed provisionally, the next step in the civil service promotional process is that the NJCSC officially announces the promotions. A copy of each of the NJCSC announcements for Assistant Supervising Heating and Air Conditioning Mechanic, Symbol PC0706T; and Assistant Supervisor, Building Service, Symbol PC0712T are enclosed for your information. Additionally, as stated on the announcements, and as determined by the NJCSC, each of the promotional titles was only open to the next lower in-line title series as noted above.

Our investigation into your complaint shows you did not submit an application in response to the internal promotional announcement opportunities for either the title of 1) Assistant Supervising Heating and Air Conditioning Mechanic; which was posted in your department from December 18 to 26, 2014; or, for 2) Assistant Supervisor, Building Services; which was posted in your department from December 1 to 7, 2014; as noted above. As such, you were not considered for the position nor were you eligible as provided under the NJCSC established aforementioned title scope. Your allegations the County wrongfully promoted two candidates to the positions of Assistant Supervisor Building Service could not be supported.

Based on the foregoing, we do not believe further action is needed from this office, with one exception. The investigation into your allegation involving the March 12, 2015 complaint wherein you stated that you were denied an opportunity to be interviewed for an anticipated Project Manager, Construction promotional opportunity within the Buildings and Grounds Department. For an employee to knowingly file a false complaint against his superiors and the County of Monmouth is a very serious matter in violation of county policy. Your allegation and subsequent investigative findings have been referred to the County Administrator for review and possible disciplinary actions.

Luther S. Graham
August 5, 2015
Page 8

Please be assured that we take all allegations seriously and there is a strict prohibition of retaliation against anyone who alleges harassment or anyone who provides information in the course of an investigation as provided in the County Policy Prohibiting Workplace Discrimination and Harassment. However, please also be reminded that any employee who knowingly or in reckless disregard of the truth makes a false accusation of discrimination and/or harassment, or provides false or misleading information in the course of an investigation, may face discipline up to and including termination of employment. Finally, we request that you treat this matter confidentially and without discussion in the workplace.

If any future matters arise that you believe warrant this office's attention, please do not hesitate to contact me or any other representative of the Human Resources Department. For your reference, a copy of the County Policy Prohibiting Workplace Discrimination and Harassment is enclosed.

We trust this fully addresses the concerns raised in your complaint.

Sincerely,



Frank J. Tragno, Jr., Director
Human Resources Department

- c. T. O'Connor, County Administrator
- K. Burke, Jr., Deputy County Administrator
- A. Bazer, County Counsel
- J. Tobia, Director Department of Public Works & Engineering
- J. Cerreta, Assistant Director Department of Public Works & Engineering
- (all via interoffice mail w/o enclosure)
- File

Case 3:16-cv-01578-PGS-LHG Document 36-6 Filed 04/21/17 Page 193 of 221 PageID: 610

RECEIVED

SEP 18 2015

A. Bazer refused
to sign.

Luther S. Graham
56B Manchester Court
Freehold, New Jersey 07728
(732) 809-6908

RECEIVED

2015 SEP 18 PM 3:37

VIA CERTIFIED MAIL, R.R.R. AND REGULAR MAIL

PERSONNEL DEPARTMENT

September 15, 2015

Monmouth County Department of Human Resources
One East Main Street
Freehold, New Jersey 07728

Att.: Frank J. Tragno, Jr., Director

RE: ONGOING RETALIATION AND UNLAWFUL VIOLATIONS OF COUNTY
POLICIES AND RULES

Dear Mr. Tragno:

I am in receipt of your response dated August 5, 2015. I hereby respectfully request a reconsideration of your decision with regards to my various complaints, as I feel the concerns raised in my complaints were not addressed fully. The matters of my concern include, but are not limited to, my subjection to workplace discrimination and/or harassment based upon race and my superiors indeed took inappropriate action regarding job appointments rising to the level of violations of laws or of any unlawful violation of county policies, rules and union contract.

The facts have been misrepresented, thus, I stand by my belief that the determinations made are incorrect and that further action is needed from your office.

With regard to my March 12, 2015 complaint, I take umbrage that Human Resources attempts to paint me as an abuser of the system, citing: "For an employee to knowingly file a false complaint against his superiors and the County of Monmouth, is a very serious matter in violation of County policy. Your allegation and subsequent investigative findings have been referred to the County Administrator for review and possible disciplinary actions."

I, Luther S. Graham, did not file false complaints; please reference the last paragraph of my letter dated March 12, 2015 stating: "I hereby certify that the foregoing statements made by me are all true to the best of my knowledge, information and belief. I am aware that if any of the foregoing statements made by me are willfully false, that I am subject to punishment under the law." I contend that this is retaliation used against me as a tactic to intimidate me, and undue

Monmouth County Department of Human Resources
September 15, 2015
Page 2

actions continue as I fight against being silenced by my superiors and the County of Monmouth. As I continue my just pursuit of this matter, I have been subjected to retaliation for exercising my rights, including but not limited to, those under the Conscientious Employee Protection Act, and this also is an unfair labor practice, and Steve Kleinman's breach of his duty of fair representation as County counsel. Please reference previously submitted correspondence in which I made a formal complaint against Mr. Kleinman, who did not treat this matter confidentially and discussed it in the workplace with Craig Daniels, Security Officer. In violation of the County policy prohibiting workplace discrimination and harassment. I contend that Human Resources has wrongfully referred the aforementioned allegation and subsequent investigative finding to the County Administrator for review and possible disciplinary actions.

I contend that wrongfully mentioning the issue of such discipline has been done in retaliation against me, Luther S. Graham, for making good faith complaints.

In addition, my superiors have demonstrated a wanton disregard for my contract, and the County Policy. They have been vindictive, arbitrary and capricious in their efforts to intimidate me and other County staff members. The County needs superiors with an interest to adhere to union contracts and County policies. I desire fair and equitable treatment, which I am entitled to under the preamble of my contract. I must emphasize, for my superiors and the County of Monmouth to knowingly file a false complaint, conduct insufficient investigative reports and interviews against me, Luther S. Graham, is an extremely serious matter and in violation of County Policy. I am a tenured and stellar County employee with more than two decades of dedicated service and I strive for a harmonious environment. In sum, I respectfully request your support to thoroughly investigate my various complaints. I respectfully request an answer regarding your consideration of the aforementioned matter and thank you in advance for your consideration.

Respectfully yours,



Luther S. Graham
Senior Electrician

cc: T. O'Connor, County Administrator
S. Kleinman, County Counsel, In-house
K. Burke, Jr., Deputy County Administrator
A. Bazer, County Counsel
J. Tobia, Director, Department of Public Works and Engineering
J. Cerreta, Assistant Director, Department of Public Works & Engineering
(Note: All via interoffice mail)

MONMOUTH COUNTY
DEPARTMENT OF HUMAN RESOURCES

One East Main Street • Freehold, NJ 07728
Phone: 732-431-7300 Fax 732-431-7924

Frank J. Hagan, Jr.
Director of Human Resources



For information contact:
monmouthcountypa.com/humanresources

September 24, 2015

Via Certified R.R.R. and Regular Mail

Luther S. Graham
56B Manchester Court
Freehold, New Jersey 07728

RE: Your request for reconsideration

Dear Mr. Graham:

This will acknowledge your September 15, 2015, writing to me wherein you have requested a reconsideration of the "...various complaints..." raised earlier in the year*.

With the exception of two new issues now raised in your September 15th writing, your earlier complaints were fully investigated and thereafter responded to in my August 5, 2015 writing to you. As to these matters, your writing of September 15th provides no new information, nor cogent argument for reconsideration and accordingly your request for "...reconsideration of [my] decision..." is respectfully declined.

With regard to the two new issues raised in your writing, specifically:

1) That portion of your writing which takes exception to that portion of my August 5th, writing which in relevant part provides:

For an employee to knowingly file a false complaint against his superiors and the County of Monmouth is a very serious matter in violation of county policy. Your allegation and subsequent investigative findings have been referred to the County Administrator for review and possible disciplinary actions.

*Our records reveal submission from you of: February 2, 2015, March 12, 2015 and April 30, 2015.

Luther S. Graham
September 24, 2015
Page 2

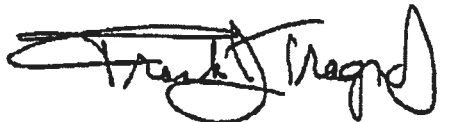
As noted within my August 5th writing, this language refers to your claim that you were not interviewed for the Project Manager, Construction promotional opportunity. Our investigation revealed that you, along with three other individuals, were interviewed for the position on January 28, 2014. As noted in the August 5th writing:

Your allegation that you were not interviewed for the position... is completely baseless and unfounded.

The language within my August 5th writing concerning false claims, places you on notice that such claims are a serious matter. Your denial of such action(s) is noted and will be taken into consideration.

2) The next matter raised involves allegations against Special Counsel Steven Kleinman. Though I am not conducting this investigation, I have been able to confirm that Special Counsel Douglas Kovats, assisted by Gwendolyn Thomas are reviewing your claims. Pending the conclusion of their investigation, further action by my office is not warranted.

Respectfully submitted,



Frank J. Tragno, Jr., Director
Human Resources Department

- c. T. O'Connor, County Administrator
K. Burke, Jr., Deputy County Administrator
A. Bazer, County Counsel
J. Tobia, Director Department of Public Works & Engineering
J. Cerreta, Assistant Director Department of Public Works & Engineering
File

U.S. Postal Service[®]
CERTIFIED MAIL[®] RECEIPT
 Domestic Mail Only

For delivery information, visit our website at www.usps.com.

TOP OFFICIAL USE

Postage 45
 Certified Fee 11
 Return Receipt Fee (no document required) 00.00
 Restricted Delivery Fee (no document and signature) 00.00
 Total Postage & Fees 56.55

09/30/2015

Sent to Civil Service Commission
 Tracking Records Section Unit
 8000 17th Ave., Division of Mail System Practices
 and Labor Relations, P.O. Box 212
 Trenton, NJ 08646-0212 Attention Director
 PS Form 3800, July 2014 See Reverse for Instructions

FREEHOLD
 200 VILLAGE CENTER DR
 FREEHOLD
 NJ
 077289998
 3328050395
 09/30/2015 (800)273-8777 4:47 PM

Product Description	Sale Qty	Final Price
First-Class Mail Letter (Domestic)	1	\$0.49
Certified (USPS Certified Mail #)	1	\$3.45
Return Receipt (USPS Return Receipt #)	1	\$2.80
Total		\$6.74
Cash		\$10.00
Change		(\$3.26)

In a hurry? Self-service kiosks offer quick and easy check-out. Any Retail Associate can show you how.

For tracking or inquiries go to usps.com/mail 1-800-275-1818

After delivery, use this tracking number to track your Return Receipt.

MONMOUTH COUNTY
DEPARTMENT OF HUMAN RESOURCES

One East Main Street • Freehold, NJ 07728
Phone: 732-431-7300 Fax 732-431-7924

Frank J. Tragno, Jr.
Director of Human Resources



For information contact:
mc-humanresources@monmouth.nj.us

February 10, 2016

Via Hand Delivery, US Mail & Certified Mail: Return Receipt Requested

Mr. Luther Graham
56B Manchester Ct.
Freehold, NJ 07728

Re: Monmouth County Report of Incident/Complaint October 1, 2015

Dear Mr. Graham:

As you know, I, together with Special Labor Counsel for Monmouth County, Douglas J. Kovats, Esq., were assigned to review a portion of the claims set forth by you in correspondence dated October 1, 2015. The principle focus of the present investigation is that portion of your correspondence which states¹:

"Next, on or about September 15, 2015, I was subjected to differential treatment. Specifically, I was informed by my supervisor/manager, Aaron Kinney, that the two of us could no longer ride in the same vehicle when responding to a pending job. This directive was ordered by David Krzyzanowski, Supervisor of General Services, and Craig Bell, General Trades Supervisor. ... I am an African-American and I cannot ride in the same vehicle with my Caucasian supervisor, Aaron Kinney, ... [F]or quite sometime, my supervisor/manager and I rode together in the same vehicle with no incidents, no problems. Why the sudden change? I continue to suffer adverse employment actions such as the aforementioned. This is retaliation. My working conditions are becoming intolerable. Why would my supervisors want me to travel alone? I contend that all the adverse employment actions are to compel me to resign, (a constructive discharge)..."

As set forth within this correspondence, after a thorough investigation of your allegations, we are unable to substantiate that the direction given was based upon discriminatory motivation and/or retaliatory in nature.

¹ It is noted that the correspondence reiterates details of events previously complained of by you to the County, and instances wherein you took exception to certain conclusions reached. Specifically, that portion of an earlier finding which concluded you were interviewed for a Project Manager position. Although we will review a portion of that investigation within this writing, we find no basis with which to disturb the conclusions reached, to the effect that you were interviewed for the position.

Discussion.

We were unable to conclude that the meeting described in your October 1 writing took place on September 15, 2015, though all parties agreed some form of that the events that you described occurred on or about September 15, 2014.

Messrs. Krzyzanowski and Bell both advised that after a series of allegations concerning their supervisory actions were made by you, as of the date of September 15, 2015, they did not have supervisory responsibilities over you. Assuming for the moment that the supervisors' meeting occurred on or about September 15, 2014, we were able to confirm that a meeting between the supervisors took place. However, all parties in attendance at the meeting agreed that the direction provided to Mr. Kinney 1) was not reduced to writing, 2) you were not present during the direction given to Mr. Kinney, and 3) at the time Mr. Kinney provided the direction to you, neither Mr. Krzyzanowski nor Mr. Bell were present.

During the September 15, 2014 meeting, all supervisors present agreed that the purpose of the meeting was to improve performance within Mr. Kinney's section. Both Messrs. Krzyzanowski and Bell referred to either Kinney's "performance objectives" or "objectives"; which in relevant part were designed to: 1) improve performance of work orders given to the department, 2) ensure that work orders were distributed in a timely manner, 3) trucks were "on the road" earlier in the workday, and 4) that the practice of you and Mr. Kinney routinely riding together was to be discontinued. On this final point, both Krzyzanowski and Bell were specific. If on a limited basis you needed assistance from Mr. Kinney in "planning out" a specific job, and you would benefit from Mr. Kinney's experience, riding with Mr. Kinney would be permitted. However, on a day-to-day basis, you were not to routinely ride along with Mr. Kinney, but rather, you should be assigned your own vehicle and work orders to perform, and Mr. Kinney should act in a supervisory role, traveling to the site only to ensure that work was being produced in a timely and appropriate manner.

On this last point, both Messrs. Bell and Krzyzanowski advised that other workers within the section explained that on a routine basis you and Mr. Kinney were traveling to job sites and oftentimes it appeared to these workers that you were acting in a capacity of pseudo-supervisor, not performing separate work responsibilities, but rather simply traveling to job sites with Mr. Kinney.

With regard to your observations that other workers are permitted to travel together, the same has been confirmed. However, we find no discriminatory nor retaliatory basis for the different travel arrangements.

It is noted that the painting crews, HVAC crews and certain other trades do routinely travel together. A further review of these claims reveals that the jobs for which these workers respond to, often entails work which requires more than one person to attend to the task. However, certain trades, specifically the electrical work, for which you are responsible, oftentimes only requires one individual to perform the task. In fact, it is reported that there are more vehicles used for the electrical trades to specifically accommodate a one-person, one-vehicle distribution of work assignments. However, where work does entail one or more electrical workers, those individuals may travel together.

We conclude that the direction provided was neither motivated by race or retaliation, but rather intended to improve performance. As noted hereinabove, there were additional aspects of the meeting with Mr. Kinney above and beyond simply the cessation of the routine traveling together between you and Mr. Kinney. We find it credible that the overall direction of the meeting was designed to improve performance of Mr. Kinney's section.

A brief digression is appropriate here to address the collateral claim made by you as the basis for retaliatory action. Although it is noted by the investigators that you have presented various allegations against County members, in each and every instance, it appears clear that these allegations were thoroughly investigated and responded to. In instances where you have not been satisfied with the conclusions, it is our understanding that you have taken various appeals either to PERC, EEOC and/or the Civil Service Commission. As of this writing, we are not aware that any outside "appellate" review has found your claims worthy of a different conclusion.

In the present instance, we find no evidence which substantiates that there were retaliatory actions taken against you. Rather, as noted, we find the directions given were designed to improve the performance of the department. To the extent that you are no longer routinely allowed to travel with your supervisor is not, in our opinion, the basis to find that an adverse employment action had been taken against you. Though it is true as you have stated that you are African-American and your supervisor is Caucasian, we do not find that the action was based or motivated in any manner whatsoever because of either or both of your races. We are simply unable to sustain such a conclusion.

Interviews:

One final point is worthy of discussion. It is noted that in September/October of 2013, a long time employee of the County, simply identified for purposes of this writing as "Walter" advised that he was considering leaving his County employment to retire. Administrative staff within the Division of Buildings and Grounds, saw this as an opportunity to modify the job responsibilities of "Walter's" position, expand them, and began to take steps to interview applicants for the position. Although the posting and closing dates for the job position was October 10, 2013 through October 17, 2013, respectively, due to various scheduling issues, you were not interviewed until January 28, 2014. Other interviewees for the position were interviewed at various times after the October posting, inclusive of interviews held over the December holidays. At the conclusion of the interviews, two (2) candidates, yourself included, appeared to be in the best position to assume the responsibilities of the proposed new position. Supervisory staff provided an opportunity to further test and/or groom the candidates under consideration. It is our understanding that as a result of your performance in the interview, you were afforded the opportunity to supervise renovations/work that occurred at the Monmouth County Correctional Facility and, assigned a fleet vehicle in order to assist you in your work responsibilities to oversee the tasks involved with the work. In fact, Mr. Krzyzanowski, expressed pride in your approach to the task, noting that once assigned, he was copied on emails, demonstrating your organizational skills, and coordination of the work. The other candidate was given an assignment associated with demolition at a County probation facility, at Seaview Square Mall. For reasons not known,

#15

nor necessarily relevant to our conclusions in this instance, "Walter", the individual who originally advised that he was going to retire, did not do so, and the new expanded position never came to fruition. The other candidate under consideration, who also performed well, advised that they were aware that the position was for "Walt's job". Though he was not "officially" notified by the County that the new position would not be filled, they assumed that because "Walt" did not retire, the position would not be filled.


We have confirmed that the County does not routinely write to interviewees when a position is not filled. Although a letter may have assisted you in your understanding of this matter, it does not appear that there was a violation of any protocol or County policy with regard to the failure to issue a post-interview letter.

Conclusion:

For the reasons set forth above, after a thorough investigation of the information presented and/or made available to us, we find no basis to substantiate your claims that the action taken to preclude you from riding with your supervisor was either discriminatory and/or retaliatory. Nor do we find that the conclusions reached earlier by Mr. Tragno to the effect that you were interviewed for a promotional opportunity is materially false. Though all individuals may not have been interviewed on January 28, 2014, we find no basis to disturb the conclusions reached by Mr. Tragno that you were interviewed on January 28, 2014.

Accordingly, we recommend that no further action be taken with regard to this matter and investigation is hereby concluded.

Very truly yours,


Gwendolyn Thomas, LNHA
Human Resources



Douglas J. Kovats
Special Labor Counsel

Cc: T. O'Connor, County Administrator
K. Burke, Jr., Deputy County Administrator
A. Bazer, Esq., County Counsel
F. Tragno, Jr., Director of Human Resources
J. Tobia, Director of Public Works and Engineering

EXHIBIT C

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY

LUTHER GRAHAM

Plaintiff,

v.

MONMOUTH COUNTY
BUILDINGS AND GROUNDS

and

DAVID KRZYNOWSKI

and

ROBERT W. COMPTON

and

CRAIG BELL

Defendants.

CIVIL ACTION

No.: 16-1578

**PLAINTIFF'S RESPONSES TO DEFENDANT MONMOUTH COUNTY BUILDINGS
AND GROUNDS' FIRST REQUESTS FOR ADMISSIONS**

Plaintiff, Luther Graham, by and through his undersigned counsel, hereby responds to Defendant's First Request for Admissions as follows:

I. RESPONSES

A. General Objections.

1. Plaintiff generally objects to Defendant's First Requests for Admissions to the extent they are ambiguous, vague, over-broad and/or unduly burdensome.
2. Plaintiff generally objects to Defendant's Requests for Admissions to the extent they improperly call for information protected by the attorney-client privilege and/or the attorney work-product doctrine.



3. Plaintiff generally objects to Defendant's Requests for Admissions to the extent they improperly seek information that is not relevant to any of the issues in this dispute, and/or are not reasonably calculated to lead to the discovery of admissible evidence.

4. Plaintiff generally objects to Defendant's Requests for Admissions, as discovery has not yet closed, and this matter has not yet been prepared for trial.

5. Accordingly, these Answers are made without prejudice to Plaintiff's right to amend the answers set forth herein and/or to present additional information that is hereafter obtained or evaluated.

6. Plaintiff generally objects to Defendant's Requests for Admissions to the extent they cause unreasonable annoyance, embarrassment, oppression, burden and/or expense.

7. Plaintiff generally objects to each of the Admission Requests to the extent that their scope exceeds the scope of discovery permitted by the Federal Rules of Civil Procedure.

B. Specific Objections and Answers

Without waiver of the foregoing general objections, Plaintiff responds as follows to Defendant's Requests for Admissions as follows:

**PLAINTIFF'S RESPONSES TO DEFENDANT MONMOUTH COUNTY BUILDINGS
AND GROUNDS' FIRST REQUESTS FOR ADMISSIONS**

1. You did not apply for the position identified in the posting, identified as G-3, attached hereto as Exhibit A.

Admitted.

2. You did not apply for the position identified in the posting, G-4, attached hereto as Exhibit B.

Admitted.

3. You have no personal knowledge that the clock punches identified in Monmouth County 01015-01019 (attached hereto as Exhibit C) are inaccurate.

Admitted.

4. You have no personal knowledge that the persons identified in Monmouth County 01020 (attached hereto as Exhibit D) did not receive a Notice of Counseling related to Tardiness.

Admitted.

5. You admit that the document Monmouth County 01021-01024 (attached hereto as Exhibit E) was received by you.

Admitted.

6. You admit the document Monmouth County 01021-01024 (attached hereto as Exhibit E) was the response received from Monmouth County Department of Human Resources relevant to a portion of the claims set forth by you in a correspondence dated October 1, 2015.

Admitted.

7. You admit that the document Monmouth County 01025-01029 (attached hereto as Exhibit F) was received by you.

Admitted.

8. You admit that the document Monmouth County 01025-01029 (attached hereto as Exhibit F) was the response received from the Monmouth County Department of Human Resources relevant to a portion of the complaint of the claims set forth by you in correspondence dated June 18, 2015.

Admitted.

9. You admit that the document Monmouth County 01030-01037 (attached hereto as Exhibit G) was received by you.

Admitted.

10. You admit that the document Monmouth County 01030-01037 (attached hereto as Exhibit G) was the response received by you from the Monmouth County Department of Human Resources relevant to your written complaints of February 2, 2015; March 12, 2015 and April 30, 2015 against your superiors, Robert Compton, Superintendent, Buildings & Grounds; David Kryznowski, Supervisor, General Services; and Craig Bell, General Supervisor, Trades.

Admitted.

11. You admit that the document identified in the pages of Monmouth County 01038-01039 (attached hereto as Exhibit H) was received by you.

Admitted.

12. You admit that the document Monmouth County 01038-01039 (attached hereto as Exhibit H) was the Monmouth County Department of Human Resources response to your September 15, 2015 correspondence wherein you requested reconsideration of the "...various complaints" raised earlier in the year.

Admitted.

13. You admit that during your employment with defendant, Monmouth County, you received a promotion to Sr. Electrician.

Admitted.

KARPF, KARPF & CERUTTI, P.C.

/s/ Mark D. Tieman

Mark D. Tieman, Esq.
Two Greenwood Square
3331 Street Road, Suite 128
Bensalem, PA 19020
(215) 639-0801 phone
(215) 639-4970 fax

Date: March 21, 2017

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY**

LUTHER GRAHAM	:	CIVIL ACTION
	:	
Plaintiff,	:	No.: 16-1578
	:	
v.	:	
	:	
MONMOUTH COUNTY	:	
BUILDINGS AND GROUNDS	:	
and	:	
DAVID KRZYNOWSKI	:	
and	:	
ROBERT W. COMPTON	:	
and	:	
CRAIG BELL	:	
	:	
Defendants.	:	

CERTIFICATE OF SERVICE

I certify on the date set forth below that I served Defendant with Plaintiff's Responses to Defendant's First Requests for Admissions:

Daniel R. Roberts, Esq.
Kenney, Gross, Kovats & Parton
130 Maple Avenue, Building 8
Red Bank, NJ 07701
(732) 530-7500 Phone
[droberts@kenneygross.com](mailto:d Roberts@kenneygross.com)
Attorney for Defendant Monmouth County

/s/ Kristin Stipa

Kristin Stipa
Paralegal

Dated: March 21, 2017

EXHIBIT D



JOB POSTING

Posting Date 03/08/16 Closing Date 03/15/16 PARF ID # _____
(if applicable)

Department / Division DPW & Engineering / Buildings and Grounds

Position Title Crew Supervisor Building Maintenance Worker Salary Range 55,000 /yr. - 69,600 /yr.

Worksite Various

☒ FT ☐ PT # of Hrs/Wk. M-F Shift 7:00 a.m. - 3:30 p.m.
from to

☒ Regular ☐ Temporary

JOB REQUIREMENTS NOT LISTED ON THE ATTACHED NJDOP JOB DESCRIPTION

☒ Valid NJ Driver's License

☐ CD License, Type of Endorsement _____

☐ Pre-Employment Testing _____

ELIGIBILITY

- * Must meet the minimum requirements listed on the NJDOP Job Description, as well as, other requirements listed on this Job Posting as of the closing date.
- * Must be actively working as of the closing date.

SELECTION

- * Consideration will first be given to qualified, internal employees, who have permanent job title status for a minimum of one year.
- * Work performance records will be reviewed with employees current supervisors as part of the selection process.

NOTE: Candidates on existing Certification of Eligibles for Appointment (Open NJDOP Lists) may take priority.

PREFERRED JOB QUALIFICATIONS

Applicants who possess one or more of the following qualifications are preferred:

- * This job posting is for anticipated vacancy/promotional opportunities.
- ** All interested employees please deliver your job posting application to Cecelia Thomas @ the B&G main office, 250 Center Street, Freehold NJ 07728 by 4:30 pm on 3/15/16.

APPLICATION PROCEDURE

Complete Job Posting Application, available in each County Department and on the Employee Intranet, and submit it to the Interviewing Manager listed below by the closing date.

David Krzyzanowski / Supervisor of General Services
Interviewing Manager's Name / Title

09/09/06

FORM: HR-02

DEFENDANT'S
EXHIBIT

D



You are reading the State of New Jersey Job Descriptions. This is not a Job Vacancy Announcement.

Job Specification

CREW SUPERVISOR BUILDING MAINTENANCE WORKERS

DEFINITION:

Under supervision of a supervisory official in a state or local department, institution or agency, takes the lead in and supervises a group of employees engaged in the cleaning and general maintenance of offices and furniture and the making of minor repairs to buildings and appurtenances. Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Inspects and determines the cleaning and maintenance work to be done and the equipment, materials and supplies needed.

Develops work plans for cleaning and maintenance work and develops effective work methods.

Provides assignments to Building Maintenance Workers, Senior Building Maintenance Workers, and other employees engaged in cleaning and maintenance work; supervises the performance of their work.

Supervises the work operations and/or functional programs and has responsibility for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.

Takes a leading part in cleaning and maintenance of desks, chairs, rugs, lighting fixtures, windows and other furniture and fixtures in a state institution, department or agency building.

Supervises and takes a leading part in the cleaning and washing of windows, doors and other glass areas.

Supervises and takes a leading part in sweeping, washing and sanding floors, in applying filler, shellac, paint and varnish to floors and in applying wax and polish to wooden, linoleum and composition floors.

Supervises and takes a leading part in applying paint remover and turpentine or other suitable agent to furniture, in sanding rough and discolored areas and in applying linseed oil, varnish, stain, lacquer, enamel and/or paint to varied types of furniture.

Conducts inspection of buildings, offices and other rooms to note hazards and other significant conditions and sees that needed work is done.

Obtains, safeguards and distributes and supervises the use of cleaning and general maintenance equipment, materials and supplies.

Prepares and maintains records of personnel, time, equipment, materials, supplies and work completed.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in work involving the inspection, cleaning and general maintenance of offices, furniture and buildings.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

KNOWLEDGE AND ABILITIES:

Knowledge of the problems and procedures used in inspecting premises, determining the cleaning and maintenance work to be done and the staff, equipment and time required.

Knowledge of the methods and materials used in cleaning and maintenance of desks, chairs, rugs, lighting fixtures, windows, floors and other furniture and fixtures in buildings.

Ability to organize large-scale supervisory cleaning and maintenance work and to develop effective work schedules and methods.

Ability to provide assignments to employees doing cleaning and maintenance work and to supervise their work.

Ability to supervise assigned staff and plan, organize and implement projects within the unit.

Ability to conduct inspections of offices and buildings, determine cleaning and general maintenance work to be done and to make estimates of staff, equipment and time required.

Ability to supervise and lead the work involved in the cleaning and maintenance of desks, chairs, rugs, lighting fixtures, windows and other furniture and fixtures in a building; the sweeping, washing and sanding of floors; in applying filler, shellac, paint, varnish, waxes and polish to wood, linoleum, or composition floors; in applying paint remover, turpentine or other agent to furniture; in sanding rough and/or discolored areas; and in applying linseed oil, varnish, stain, lacquer, enamel and paint to varied types of furniture.

Ability to supervise washing and cleaning of windows and other glass areas.

Ability to note hazards and notify the proper official.

Ability to prepare and maintain records of work in progress, work completed, personnel, materials used and time.

Ability to requisition, store and supervise the use of equipment and materials.

Ability to learn and utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title codes:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
44135		C	N	40	09	05	R10	.

This job specification is for state and local government use. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

2/20/2016



JOB POSTING APPLICATION

Position Applied For Crew Supvr Bldg Maint Wrkr PARF ID # _____
 Posting Date 03/08/2016 Closing Date 03/15/2016
(If applicable)
 Department / Division DPW & Engineering / Buildings & Grounds
 Name _____
 Present Position _____
 Department / Division _____ / _____
 Supervisor's Name _____
 Date of Hire _____

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

Employee's Signature

Date

09/15/06

FORM: HR-03

EXHIBIT E

UNITED STATES DISTRICT COURT
DISTRICT OF NEW JERSEY

LUTHER GRAHAM,
Plaintiff,
v.
MONMOUTH COUNTY BUILDINGS AND
GROUNDS, DAVID KRYZANOWSKI,
ROBERT W. COMPTON, and CRAIG
BELL,
Defendants

Civil Action
DOCKET NO. 16-1578(PGS)(LHG)

**SUPPLEMENTAL DECLARATION OF ROBERT
COMPTON, IN SUPPORT OF ALL
DEFENDANTS' SECOND MOTION FOR
SUMMARY JUDGMENT**

I, ROBERT COMPTON, an adult over the age of 18, do hereby swear under penalty of perjury as follows:

1. I am an adult over the age of 18 and am employed by the County of Monmouth as Superintendent of Buildings and Grounds in the Department of Public Works & Engineering. I make this declaration in support of Defendants' Second Motion for Summary Judgment.
2. It is my understanding that Plaintiff objects to my prior declaration because no documents were attached. Accordingly, I have searched my records and provide the following backup documentation relative to the Crew Supervisor position.
3. Attached hereto as Exhibit A is a true and correct copy of the interview acknowledgement forms for the Crew Supervisor position.
4. Attached hereto as Exhibit B is a true and correct copy of the Job Posting applications for all applicants.
5. Attached hereto as Exhibit C is a true and correct copy of Mr. Graham's application for the Crew Supervisor position [personal identifiers redacted].
6. Attached hereto as Exhibit D is a true and correct copy of Mr. Briscoe's application for the Crew Supervisor position [personal identifiers redacted].



7. Attached hereto as Exhibit E is a true and correct copy of the Job Posting for the Crew Supervisor position.
8. Attached hereto as Exhibit F is a true and correct copy of the blank scoring worksheet for the Crew Supervisor position.
9. Attached hereto as Exhibit G is a true and correct copy of the completed scoring worksheets for the Crew Supervisor position.
10. Attached hereto as Exhibit H is a true and correct copy of the change in status form for Mr. Briscoe.

VERIFICATION

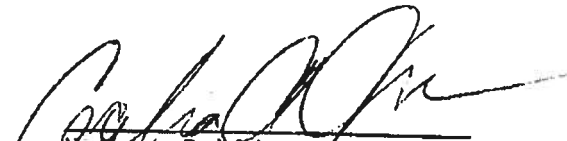
I, Robert Compton, do hereby swear under the penalty of perjury that the foregoing declaration made by me is true and correct.


Robert Compton

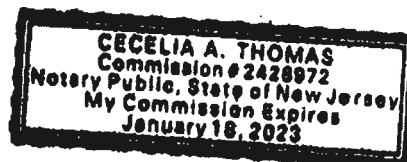
Dated: August 2, 2018

State of New Jersey :
:
County of Monmouth :

On August 2, 2018, before me, personally appeared Robert Compton, known to me and whose name is subscribed to the within declaration, and acknowledged that he executed the same in his capacity as Superintendent, and who, being duly sworn on oath under penalty of perjury, deposes and says that he has read the foregoing declaration and that it is true and correct.


Notary Public

--SEAL--



Briscoe

INTERVIEW ACKNOWLEDGEMENT FORM

The COUNTY OF MONMOUTH is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex or any other protected classification.



www.visitmonmouth.com
732-431-7300

POSITION INFORMATION

10/3

Department:	DPW + Eng	Division: (if applicable)	Buildings + Grounds
Unit: (if applicable)	Operations	Anticipated Position:	Crew Supervisor Bldg Serv

INTERVIEWER INFORMATION

(1) Last Name: (print)	CAHOON	First Name: (print)	Wade	N	
Signature:	Wade Cahoon	Date:	03/22/16		Time:
(2) Last Name: (print)	Longo	First Name: (print)	Charles	N	
Signature:	Charles Longo	Date:	3/22/16		Time:
(3) Last Name: (print)	BRISCOE	First Name: (print)	ROBERT	N	
Signature:	Robert Briscoe	Date:	3/22/16		Time:
(4) Last Name: (print)	Anetino	First Name: (print)	Chad	N	
Signature:	Chad Anetino	Date:	3-22-16		Time:

My signature on this Interview Acknowledgement Form confirms my participation as an Interviewer for the above referenced anticipated position.

INTERVIEWEE INFORMATION

Last Name: (print)	ROBERTSON	First Name: (print)	ROBERT		
Signature:	Robert	Date:	3/22	Time:	12:4

My signature on this Interview Acknowledgement Form confirms my appointment / attendance for the above referenced anticipated position.



Bellardino

INTERVIEW ACKNOWLEDGEMENT FORM

The COUNTY OF MONMOUTH is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex or any other protected classification.



www.visitmonmouth.com
732-431-7300

POSITION INFORMATION

2 of 3

Department:	DPW & Eng	Division: (if applicable)	Buildings & Grounds
Unit: (if applicable)	Operation	Anticipated Position:	Crew Supervisor Bldg Svcs

INTERVIEWER INFORMATION

(1) Last Name: (print)	GRAHAM	First Name: (print)	LUTHER				
Signature:		Date:	3/22/16	Time:	11:44		
(2) Last Name: (print)	Bellardino	First Name: (print)	Louis				
Signature:		Date:	3/22/16	Time:	12:41		
(3) Last Name: (print)	KYEREMATENG	First Name: (print)					
Signature:	Koji Kyeremateung	Date:	3/22/16	Time:	1:15		
(4) Last Name: (print)	Netter	First Name: (print)	Frank				
Signature:		Date:	3/22	Time:	2:00		

My signature on this Interview Acknowledgement Form confirms my participation as an Interviewer for the above referenced anticipated position.

INTERVIEWEE INFORMATION

Last Name: (print)	Comp	First Name: (print)					
Signature:		Date:	3/22/16	Time:	2:00p		

My signature on this Interview Acknowledgement Form confirms my appointment / attendance for the above referenced anticipated position.

Baxter

INTERVIEW ACKNOWLEDGEMENT FORM

The COUNTY OF MONMOUTH is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex or any other protected classification.



www.visitmonmouth.com
732-431-7300

POSITION INFORMATION

3.0 F3

Department:	DPW - Eng	Division: (if applicable)	B+C
Unit: (if applicable)	Operative	Anticipated Position:	Crew Supervisor Bldg Svs

EE

INTERVIEWER INFORMATION

(1) Last Name: (print)	Daniel	First Name: (print)	Craig
Signature:	<i>Craig Daniel</i>	Date: 3/23/16	Time: 11:00 AM

(2) Last Name: (print)	Baxter	First Name: (print)	Kevin
Signature:	<i>Kevin Baxter</i>	Date: 3/23/16	Time: 12:45

(3) Last Name: (print)	Daniel	First Name: (print)	JAMES
Signature:		Date:	Time:

(4) Last Name: (print)	Muench	First Name: (print)	Gabrielle
Signature:	<i>Gabrielle Muench</i>	Date: 3/24/16	Time: 3:24/11

My signature on this Interview Acknowledgement Form confirms my participation as an Interviewer for the above referenced anticipated position.

R

INTERVIEWEE INFORMATION

Last Name: (print)	Coughlin	First Name: (print)	Robert
Signature:	<i>Robert Coughlin</i>	Date: 3/23/16	Time:

My signature on this Interview Acknowledgement Form confirms my appointment / attendance for the above referenced anticipated position.



JOB POSTING APPLICATION

Position Applied For Crew Supvr Bldg Maint Wrkr PARF ID # _____
 (If applicable)
 Posting Date 03/08/2016 Closing Date 03/15/2016
 Department / Division DPW & Engineering / Buildings & Grounds
 Name LUTHER GRAMER
 Present Position SR. Electrician
 Department / Division DPW / B & G
 Supervisor's Name ARON Kinney
 Date of Hire 5/3/93

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

see Attached Resume

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

see Attached Resume

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

[Signature]
Employee's Signature

MARCH 11, 2016
Date

2016 MAR 11 AM 11:55
 BUILDINGS & GROUNDS
 FILE SEE R.M.C.

09/15/05

**DEFENDANT'S
EXHIBIT**

B

LG

56 B Manchester Court
Freehold, NJ 07728

(732) 809-6908
luthers.graham@gmail.com

Luther S. Graham

Summary

More than seven years of experience as programming and electrical operator, as well as acting manager for Monmouth County Building and Grounds; 10 years experience as Contract Manager, Assistant Director of a non-profit educational program, and related maintenance, repair, construction and occupational safety experience; and 20 years of various types of office and electronic equipment experience.

Experience

08/2005 - Present Monmouth County Buildings and Grounds
Freehold, NJ

Senior Electrician

For past seven years I have served as acting manager in the absence of my supervisor. Responsibilities include, but are not limited to, conducting investigations of complain identifying resolutions, ensuring high-level jobs completed in given timeframe, managing a staff of three electricians, providing colleagues with technical advise and assistance and managing schedules and payroll of other tradesmen. Other duties include installing and repairing wires, electrical fixtures, safety and control equipment, indentifying potentially unsafe conditions and taking proper action to protect and preserve property, maintaining adequate inventory of supplies and equipment, testing continuity of circuits to ensure electrical compatibility and exercising prudent care over district equipment, vehicles and tools.

Monmouth County Division of Employment & Training Red Bank, NJ

Program Manager for Contractors

Managed 75 subcontractors on an annual basis, supervised and performed site visits, ensured facility compliance with ADA and Construction Code requirements, made recommendations for corrective action when required, prepared reports for and provided recommendations to the Workforce Investment Board and its committees, conducted lectures based on findings to the Administrator of Contracts and Planning, as well as other appropriate staff, and initiated the discontinuation of funds for subcontractors found not to be in compliance.

1995-2005 ASTEP Tutorial Program
Neptune/Asbury Park, NJ

Assistant Director

Part owner of a nonprofit youth education program that hosted three sites in Monmouth County. Managed a staff of 25 volunteers and an advisory board of 20. Prepared reports for programs and sponsors, conducted meetings and wrote grants. Sponsors included Brookdale Community College, Neptune and Asbury Park Housing Authority, ShopRite and Foodtown.

LC

Education

Ocean County Community College
Toms River, NJ
Continuing Education Units

Brookdale Community College
Lincroft, NJ
(ICS) Electrical Inspector (Approved by Uniform Construction Code)
Associates Degree in Science/Electrical Engineering

Monmouth County Vocational School
Freehold, NJ
2-Year Course in Computer Science Technology

Technical Skills

Computer

Proficient in PC and Network Computer Systems, Peripheral Connections, "C,"
UNIX Operating System, Windows 2011, Basic Programming Languages,
AutoCAD, HP Electrical Simulator and Fortran.
Familiar with: Microsoft Word, Access, Excel and Carte Graph

Electrical

Proficient in AC/DC Current and Voltage Theory, Schematic Diagram Reading,
Parallel Circuits, Ohm's Law and Kirchof's Rule, Voltmeters, Electro Magnetic
Fields, and Function Generators in Performing Test.

Interests

Musician, including guitars and piano, wood-working, tutoring and community
service.



JOB POSTING APPLICATION

Postion Applied For	<u>Crew Supvr Bldg Maint Wrkr</u>	PARF ID #	
		<small>(if applicable)</small>	
Posting Date	<u>03/08/2016</u>	Closing Date	<u>03/15/2016</u>
Department / Division	<u>DPW & Engineering</u>	<u>/ Buildings & Grounds</u>	
Name	<u>Robert Briscoe</u>		
Present Position	<u>Carpenter</u>		
Department / Division	<u>Public Works</u>	<u>/ Buildings & Grounds</u>	
Supervisor's Name	<u>Jason Deslato</u>		
Date of Hire	<u>11/2012</u>		

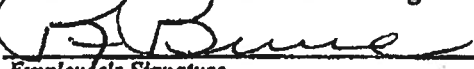
In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

I have installed and repaired doors, windows, walls, floors and ceilings in county run buildings. I have built, finished and installed cabinets, shelves and railings. I am trained and confident in my ability to use all tools and equipment employed in the building maintenance profession. I worked as a Building Maintenance Worker in the Monmouth County Courthouse; where I became knowledgeable in all in-house building repairs, including door locks, door closures, lighting and troubleshooting leaks and HVAC issues, worked with building tenants to ensure trouble free building operations. As a "carpenter's helper" in maintenance repair crew A, I have assumed supervisor duties on numerous occasions, exhibiting my skills in scheduling, working with coworkers to help ensure tasks are completed in a timely manner. I have run the crew, passed out daily work assignments, prioritized work orders and assigned tasks to individual crew members based on their skill sets. I processed all necessary paperwork including daily assignment sheets, material lists, and crew attendance issues. I take pride in my ability to communicate effectively with my superiors, other crew supervisors and coworker's to ensure timely coordination, productivity, quality of work and avoid unnecessary delays. I am capable of organizing work, with a willingness to work overtime, so that it will not interfere with building occupant's daily routines.

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

I have worked as a private contractor remodeling various homes and businesses including restaurants. I have worked with architects and designers to help redesign building plans that work with a customer's business format and fit into his/her planned budget. I worked at the Asbury Park Press in the position of Insert Coordinator. This position's responsibilities included managing the receiving department, overseeing the delivery, processing and organization of over 250 weekly advertisements going into 12 different daily and weekly publications. I created and maintained staff hours, production volume, and budget reports on a daily weekly, monthly and year end basis. I am skilled in the use of Microsoft Excel, Outlook, and Word programs. I have customer service experience through direct dealings with sales staff and clients ensuring all the advertisements were processed correctly in the newspaper.

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.


Employee's Signature

3/14/2016
Date



JOB POSTING APPLICATION

Postion Applied For	<u>Crew Supervisor Building Maintenance</u>	PARF ID # <u>TBD</u>	
		<small>(If applicable)</small>	
Posting Date	<u>03/08/16</u>	Closing Date	<u>03/15/16</u>
Department / Division	<u>Public Works & Eng.</u>	<u>/ Buildings & Grounds</u>	
Name	<u>Louis Bellardino</u>		
Present Position	<u>Assistant Supervisor Building Maintenance</u>		
Department / Division	<u>Public Works & Eng.</u>	<u>/ Buildings & Grounds</u>	
Supervisor's Name	<u>Scott Griffin</u>		
Date of Hire	<u>4/16/2007</u>		

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

I have experience in light plumbing, carpentry electrical and painting. I have a good understanding on how to take care of all the every day operations of the buildings and the people in them. I think I have good leadership skills, when the Supervisor is not here I am always the lead man for all the Boro buildings. I can order supplies, deal with contractors and vendors and have some knowledge of the pay roll and work order systems that we use.

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

I have been second in charge at the Hall of Records and the rest of the Freehold Boro buildings since January 2008. I took the Black Seal course at Monmouth County Vocational School and received my license in May 2013.

I work part time in charge of the night time maintenance and supervision of the cleaning crew at Holy Family a parochial school and church in Lakewood.

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

Louis Bellardino
Employee's Signature

2-15-2016
Date

**JOB POSTING APPLICATION**

Position Applied For Crew Supvr Bldg Maint Wrkr PARF ID # _____
 (If applicable)
 Posting Date 03/08/2016 Closing Date 03/15/2016
 Department / Division DPW & Engineering / Buildings & Grounds
 Name Craig Daniels
 Present Position Crew Supvr Bldg Maint Wrkr
 Department / Division DPW & Engineering / Building & Grounds
 Supervisor's Name Scott Griffin
 Date of Hire _____

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

See attachment.

2016 MAR 11 P 1:34

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

See attachment.

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

Craig Daniels
Employee's Signature

3/11/2016
Date

CD

Craig Daniels, Sr.

15 Jackson Street, Freehold, New Jersey 07728

(732) 742-8769 (cell)

(732) 780-7854 (home)

CCRAIG4040@aol.com

Key Skills/Activities: Security, YMCA Coach – basketball, Little League – baseball/soccer

Education: Freehold Borough High School

Military: United States Army – 1978 – 1986

United States Army Reserve – 1986 – 1990 – Drill Instructor

Volunteer: Freehold Borough YMCA – 1974 – 2016

Training: Computer Insight Learning Center – 2013 – 2016

Experience:

County of Monmouth, Freehold, NJ

1989 – Present

Security Guard

2008

Sr. Building Maintenance

1998

Building Maintenance

1995

Youth Detention Center – Juvenile Correction Officer

1989 – 1991

Maxes Liquor Store, Freehold, NJ

Assistant Manager

2005 – 2013

Centra State Healthcare, Freehold, NJ

Security Guard

2004 – 2005

Battleground Country Club, Manalapan, NJ

Truck Driver

1992 – 1995

Chicken Dale/Holiday, Manalapan, NJ

Vice President/Assistant Manager

1974 – 2006, 2015 – Present

**JOB POSTING APPLICATION**

Position Applied For Crew Supervisor Building Maint PARF ID # _____
 (If applicable)
 Posting Date 3/8/16 Closing Date 3-15
 Department / Division B+G / _____
 Name Kevin Baxter
 Present Position Sr Electrician
 Department / Division B+G / _____
 Supervisor's Name Chris Kozol
 Date of Hire 6/1/88

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

Been A SR ~~re~~electrician ~~re~~ Since 1990
 Been on all mantian's at Linkage

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

OVER see Linkage Faulty.

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

[Signature]
 Employee's Signature

3/14/16
 Date



JOB POSTING APPLICATION

Position Applied For	<u>Crew Supervisor Building Maintenance</u>	PARF ID # <u>TBD</u> <small>(If applicable)</small>
Posting Date	<u>03/08/16</u>	Closing Date <u>03/15/16</u>
Department / Division	<u>Public Works & Eng. / Buildings & Grounds</u>	
Name	<u>Kofi Kyeremateng</u>	
Present Position	<u>Sr. Maintenance</u>	
Department / Division	<u>Public Works & Eng. / Buildings & Grounds</u>	
Supervisor's Name	<u>Scott Griffin</u>	
Date of Hire	<u>7/23/2007</u>	

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

I have a good understanding on how to take care of all the every day operations of the buildings and the people in them. I think I have good leadership skills, and believe I can run any County building and its crew. I have experience in light plumbing, carpentry electrical and painting.

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

I have been at the Hall of Records and the rest of the Freehold Boro buildings for almost nine years and have worked closely with both the Assistant and the Supervisor at these facilities. In occasion when the Supervisor and Assistant have been out I took over responsibility of the lead for the day.

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

Kofi Kyeremateng
Employee's Signature

3-15-16
Date

**JOB POSTING APPLICATION**

Position Applied For crew supervisor Building maintenance worker PARF ID # _____
 (If applicable)
 Posting Date 03/08/16 Closing Date 03/15/16
 Department / Division D.P.W. Engineering Buildings & grounds
 Name Wade Cahoon
 Present Position electrician
 Department / Division D.P.W. Engineering Buildings & grounds
 Supervisor's Name Aaron Kinney
 Date of Hire 11/18/13

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

electrical, plumbing, HVAC, EPA cert. P.E.D.
 welding, Fabrication, carpentry, Heavy equipment
 operator.

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

Vast experience in construction with
 Leadership skills

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

Wade Cahoon
 Employee's Signature

03/08/16
 Date

BUILDINGS & GROUNDS
 DIVISION
 FILE SEE R.M.C.

2016 MAR -9 P 1:22

**JOB POSTING APPLICATION**

Position Applied For Crew Supvr Bldg Maint Wrkr PARF ID # _____
 (If applicable)
 Posting Date 03/08/2016 Closing Date 03/15/2016
 Department / Division DPW & Engineering / Buildings & Grounds
 Name Chad Anetmo
 Present Position Senior Carpenter
 Department / Division DPW + E / B + G
 Supervisor's Name Marty Ganley
 Date of Hire Oct 2003

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

- Knowledge of cleaning products
- Ability to keep proper records
- repair office equipment and furniture
- Can run a crew
- ability to plan and organize different jobs

2016 MAR 11 A 9:57

FILE SEE R.M.C.

BUILDINGS & GROUNDS

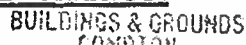
In the space below, outline your current and prior work experience and/or education that qualify you for this position.

- Acting Supervisor as current supervisor is out
- experience handling a crew
- understands deadlines and scheduling issues

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

Employee's Signature Chad Anetmo

Date 3-11-16



FILE SEE R.7/C.

Date

**JOB POSTING APPLICATION**

Position Applied For Crew Supor Bldg Maint Wrkr PARF ID # _____
 Posting Date 03/08/2016 Closing Date 03/15/2016 (If applicable)
 Department / Division DPW & Engineering / Buildings & Grounds
 Name JAMES DANIELS
 Present Position BMW / grounds keeper
 Department / Division Buildings and grounds
 Supervisor's Name Chris Bozior
 Date of Hire 12/27/1999

BUILDINGS & GROUND
 FILE SEE R/W/C

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

I Am Friendly i get along with anybody
 if someone on the crew has a problem
 or just needs to talk i am there for them
 im a good listener and everything i do i catch
 on very quickly im very obseruent and i give
 my all in everything that i do

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

I have worked as acting supervisor
 for the drawbridges i have learned cartegraph, Payroll
 I have also worked For don coyle and chris Bozior
 when they have been out on Vacation, personal, or sick
 im always available i will always answer my cell phone
 and work phone and office phone like i have done in
 the past

I certify that all the information provided by me in connection with my Job Posting
 Application is true and complete. I understand that any misstatement, falsification or
 omission of information shall be grounds for refusal to hire or if hired, termination.

James Daniels
 Employee's Signature

3/9/2016
 Date

**JOB POSTING APPLICATION**

Position Applied For Crew Supvr Bldg Maint Wrkr PARF ID # _____
(If applicable)
 Posting Date 03/08/2016 Closing Date 03/15/2016
 Department / Division DPW & Engineering / Buildings & Grounds
 Name Gabrielle Mueach
 Present Position Maintenance Worker
 Department / Division B+G / _____
 Supervisor's Name Chris Koziol
 Date of Hire 2002

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

see sheet

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

see sheet

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

Gabrielle Mueach
Employee's Signature

3/15/16
Date

Gabrielle Muench

belmarbridge@aol.com • 905 wall road, Spring lake heights, NJ 07762 732-449-1232
[Type your website]

Experience

Building and grounds | 250 center street, freehold, NJ 07728

Building maintenance worker

- Training workers in using cleaning tools and equipment
- Fill in for employees in case of absenteeism or overtime
- Swept and mopped floors stairwells and offices. Vacuumed rugs, waxed floors
- Wash bathrooms and replace supplies as needed
- Dust and polish furniture
- Cleared grounds and parking lots of debris and dust and assisted in weeding
- Emptied trash cans and ensured that trash and recyclable goods were separated and disposed of properly
- Inspected sites and ensured no injuries to staff and building occupants
- Replace light bulbs as necessary, minor maintenance around building
- Clean roof of debris, make sure drains are clear
- Have worked and master a cleaning schedule for most buildings with the least disruption of clients during working hours
- When other building needed help because of low staffing, I was able to use staff at police academy to help clean new 911 and 250 Center Street and still keep police academy and old 911 up to standards
- Handled parts of renovation and repair for old 911, also helped move old 911 out and move warrant sheriff in

Para tours travel agency

- Preparing and maintain record for accounts receivable and payable, payroll, budget
- Hiring staff for inside sales and outside sales, also training

Skills

- In-depth understanding of cleaning tools, solutions, and agents/chemicals
- Ability to use and repair cleaning tools and equipment

Gabrielle Muench

Page 6

- Ability to speak, write, and follow instructions in English
- Basic knowledge of computer
- supplies procurement and distribution
- stock inventory management
- cleaning procedures and equipment
- customer service protocols
- safety regulations

**JOB POSTING APPLICATION**Postion Applied For Crew Supervisor Building Maintenance Workers PARF ID # _____
(If applicable)Posting Date 03/08/2016 Closing Date 03/15/2016Department / Division DPW & Engineering / Buildings & GroundsName Frank VetterPresent Position Maintenance Repair / LPLDepartment / Division Public Works / Buildings and GroundsSupervisor's Name Matt AbbatielloDate of Hire April 2, 2002

In the space below, outline your skills, knowledge, and abilities that qualify you for this position.

See Attachments

2016 MAR 15 A 11:03

In the space below, outline your current and prior work experience and/or education that qualify you for this position.

See Attachments

I certify that all the information provided by me in connection with my Job Posting Application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

Frank Vetter
Employee's Signature

3/12/2016
Date

Addendum to application for Title Code 44135 Frank Vetter

FV

Frank Vetter
29 North Circle
Aberdeen, N.J. 07747
Phone 732-583-7751

Additional and/or detailed information:

- I have been employed by Monmouth County for over fourteen years. I started working for Monmouth County Buildings and Grounds; December 30, 2011 to present. Monmouth County Bridge Department; April 2, 2002 to December 29, 2011. Both positions are for full time employment at a minimum of forty or more hours per week.
- I have worked in the Hall of Records, Annex, Vet's, Probation, and County Clerk buildings as a building maintenance worker. I am well versed in most duties assigned to this position. I clean offices and lavatories as needed, on a daily basis. I sweep and mop floors, vacuum and shampoo carpets. I have stripped floor tile and linoleum, buffed and waxed them as well. I use various sized ladders to fix, replace and clean ceiling tiles, replace light bulbs, light fixtures and ballasts. Also to clean, repair or replace venetian blinds as needed. I also use extension ladders to raise and lower flags on my various buildings as well as decorative bunting and banners.
- I continuously move heavy furniture and filing cabinets throughout all the buildings I maintain and service. I set up offices and furniture according to the many functions that are held, which usually includes desk, different size tables and chairs, which can amount from a few dozen to a few hundred.
- I take stock of and have my supervisor or senior maintenance worker, reorder supplies and various chemicals that are used on a daily basis. I will then unload the truck and restock the cleaning supplies and office supplies to the proper closets, cabinets, and offices that are in need of them.
- I maintain the tool cabinets. Use and maintain various machinery throughout the work day. This includes vacuum cleaners and shampoo cleaners, snow throwers and leaf blowers.
- As stated I worked for the Monmouth County Bridge Department. My duties there included cleaning and maintaining the various buildings I worked in there, as well. On a daily basis, I would sweep and mop the floors, take out the trash. I would clean the rest room, clean the windows and polish the furniture. I had to dust and wash walls and cabinets, and maintain light fixtures. Change different types of light bulbs.
- In both positions, I swept outside and around the different buildings. Picked up and bagged all trash and debris. I am and was required to remove any and all snow and ice that accumulated on the sidewalks by utilizing snow shovels and/or snow throwers.

Y.V

Addendum to application for Title Code 44135 Frank Vetter

Additional and/or detailed information

- I worked for the Freehold Regional School District in 2007. I worked as a custodian doing building maintenance which included, cleaning classrooms, halls, bathrooms, gymnasiums, and auditoriums. I washed and scrubbed floors, desks, and windows daily. I was responsible to ensure that each classroom was safe and clean for students, everyday.
- As stated, I have worked for Monmouth County for over fourteen years. I have kept daily, detailed work logs, payroll and timesheet reports and records. Working for the bridge department, I had to train other personnel on how to do their job to the best of their ability everyday. That is the only way I know how to work and try to instill that in my co-workers.
- In April 2012 I obtained my low pressure boiler operator license.
- I have also obtained, in May, 2002 a certificate in Water/Wastewater Technology from the Monmouth County Vocational School District

Description of Supervisory capabilities:

I believe I am level headed when faced with problems. I try to look at things from different angles. I know that there are usually more than one solution to any problem. I don't have a problem with asserting myself and voicing my opinions to solve a problem if I feel it is a more efficient solution.

In my current position and location I tend to take the lead when we are working together to accomplish a task. When I feel there is a better way of doing something, I will try it or suggest it to my co-workers. I find that many people are hesitant about changing things up or trying a different way of doing things. I am not. Especially if I think it will work. If I see that a co-worker has strengths in a particular field I am not intimidated and will see how they do the task, ask them for information and help. I believe this helps me be more productive and better at my job.

I also know that I can learn a lot about people by just listening to them. And I ask questions concerning things about my work environment that is unfamiliar to me. The more I know about my buildings the better I can do my job and be able to spot trouble if something is not working correctly.

And, as for working correctly, safely is always the correct way of working.

I always take the time to make sure I am working in a safe manner. It is always wrong to put others in danger to complete a job. When I don't know something, I will tell you I don't know. But I will find out.

I have had past opportunities taking the lead of my co-workers. At my previous position as bridge attendant I had the responsibility of making sure that the bridge opened and closed in a safe and timely manner. I had to make sure that the gate men were not injured and that there was no property damaged. As a young man I was a manager of a local McDonald's restaurant. I ran a shift of ten people and made schedules, assigned personnel to their jobs. I kept the restaurant running efficiently, kept inventory of all

products and supplies, and kept a monetary ledger. I was also responsible for tallying all cash drawers.

FV

RECEIVED

NOV -8 PM 12: 06

APPLICATION FOR EMPLOYMENT
COUNTY OF MONMOUTH

Hall of Records, Freehold, NJ 07728 (732) 431-7300

MONMOUTH COUNTY
PERSONNEL DEPARTMENT

Monmouth County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, marital status or disability in employment. Applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the Personnel Department. Resumes are not accepted in lieu of applications.

PRINT IN INK OR TYPE. Last Name Graham First Luther Middle Initial S. Social Security # [REDACTED]

Permanent Residence/Number & Street/Apt # [REDACTED] Town [REDACTED] County [REDACTED] State [REDACTED] Zip Code [REDACTED]

Home Phone [REDACTED] Cell Phone/Beeper [REDACTED] Work Phone (Optional) [REDACTED] Contact at work YES ☒ NO ☐

Mailing Address (if different from above address) [REDACTED]

List any other names used if different from name given above: _____

Are you at least 18 years of age? ☒ YES ☐ NO

List exact position or type of work for which you wish to apply: Electrician

Salary range required: Negotiable Date of Application: 10/29/04

Type of employment desired: ☒ Full-Time ☐ Part-Time (Indicate availability)

If shift work, circle one: 1st ☐ 2nd ☐ 3rd

☐ Mornings ☐ Afternoons ☐ Evenings ☐ Temporary

How did you learn about the position? ☐ County Employee ☐ Job Fair ☐ Newspaper ☐ Internet Job Posting ☐ Civil Service Exam ☐ Other (name) _____

Have you ever been employed by the County of Monmouth? ☐ YES ☐ NO

If YES give Dates: From: 6/21/93 To: present Department D.E.T. Title Program Monitor

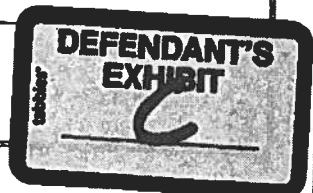
Reason for separation: _____

FOR DRIVER APPLICANTS:

Current Driver's License # (if required for position) _____

Do you have a valid Commercial Driver's License? ☐ YES ☐ NO (State) _____ (Number) _____

Class _____ Endorsements _____



Are you a veteran?

Are you the surviving spouse of a veteran?

Are you currently authorized to work in the United States?

(Legal proof of authorization to work in the U.S. is required if current employer cannot

Are you related to anyone in our company (first or second)?

If YES, Name:

Relationship:

☐ YES ☒ NO
☐ YES ☒ NO
☒ YES ☐ NO
Applicants are required to provide proof of diploma, degree, transcript, license, and certification required of position. Did you graduate from high school or receive a GED? ☒ YES ☐ NO

High School

Neptune Sr. High School

(School)

Neptune Blvd Neptune N.J. 07153

(Address)

Undergraduate College/University. Did you graduate? ☒ YES ☐ NODegree: Master's SCHOLAR

Brookdale Comm College

(School)

Newman Spring Rd Lincroft NJ

(Address)

Minor:

No. of credits: 90Graduate School. Did you graduate? ☐ YES ☒ NODegree: Electrical Eng.

New Jersey Institute of Technology

(School)

Minor:

No. of credits: 2

(Address)

Technical, Vocational/Business. Did you graduate? ☒ YES ☐ NO

Monmouth County Vocational School

(School)

Middle Town (North) High School

(Address)

List Courses:

Computer Science Tech Program
2 yr program
certificate received

If a license, certificate, or other authorization is required for the position for which you are applying, complete the following:

License/Certification

Issuing Authority

Title

(State/Other Authority)

License Number

Expiration Date

Remarks

Special Training /Skills/Qualifications: List all job related training, skills and equipment you can use, or individual capabilities you possess. i.e. Printing/Graphics and/or computer equipment and types of software and hardware programs.

Typing Skills: If required of this position (Approximate wpm)? _____

Employment History

This will be the official record of your employment history. Please begin with your current or last position. If needed, attach a separate sheet. EMPLOYER MUST BE COMPLETE WITH MAILING ADDRESS, INCLUDING ZIP CODE.

DO YOU CONTACT YOUR PRESENT EMPLOYER? ☒ YES ☐ NO

Employer	Dates Employed	Title	Final Salary
Monmouth County Division of Employment AND Training	6/21/93 - present	Program Monitor	35,000
Address: 170 Monmouth ST.	City: Red Bank	State: NJ	Zip Code: 07701
Description of Experience: Monitor those Subcontractors 2 times per year. Perform site visit which include the review of participant and vendor files.			
Employer's Name: Carolyn Ellington		Telephone No. (732) 747-2282	
Reason for Leaving (Be specific): present.		EXT: 24	
Employer	Dates Employed	Title	Final Salary
LARCOM, Electronics Technology & Devices	1989-1991	Assistant Engineer	
Address: HEXAGON BLD.	City: FORT Monmouth	State: NJ	Zip Code: 07724
Description of Experience:			
Employer's Name:		Telephone No.	
Reason for Leaving (Be specific):			
Employer	Dates Employed	Title	Final Salary
Independent Sub-Contractor.	1995 - present	Electrician	
Address:	City:	State:	Zip Code:
Description of Experience: INSTALLATION of electrical outlets, lighting circuits (rough & finish) major Appliance and low Voltage System.			
Employer's Name: Self Employed.		Telephone No.	
Reason for Leaving (Be specific):			

Have you ever been terminated from a position? ☐ YES ☒ NO Employer: _____

Explain: _____

PERSONAL REFERENCES

Do not use relatives as references.

Name	Full Address	Telephone	Business or Occupation	Years Known
1. Robert Levinsky	57 So. Main St. #340 Neptune NJ 07153	(732) 775-1930	Kenwood Realty	3 yrs.
2. Sharon Cypress	John Fitch Plaza 10th Floor Trenton NJ 08625	(609) 984-3369	STATE MONITORING	4 yrs.
3. Will Wright	736 B Pine Brook Rd Totowa NJ 07724	(212) 768-2325	GPU Lineman	5 yrs.

LEGAL HISTORYHave you ever been convicted of a crime that has not been expunged by the Courts?☐ YES ☒ NO

This question refers to instances where you have been convicted, pled guilty, or paid a fine. This includes a conviction for any disorderly persons offense, petty disorderly offense (such as shoplifting), or any motor vehicle violations (such as drunk driving, death by auto, other than a parking ticket).

If your answer is "Yes", give the date and nature of each offense, the name and location of the court, and the disposition of the case.

A conviction will not necessarily preclude you from employment, unless the nature of the conviction relates adversely to the position. A false statement or omission will disqualify you from employment. ATTN: Sheriff's Officer, Correction Officer, Juvenile Detention Officer or other law enforcement applicants: You are required to disclose all arrests, convictions and expungements.

Date and Nature of Charge(s): _____

Name and Location of Court: _____

Disposition: _____

SUBSTANCE ABUSE POLICY

The County of Monmouth requires all offers of employment extended to applicants whose job duties require that they hold a Commercial Drivers License including the performance of safety sensitive functions as defined by Federal Highway Administration and Federal Transit Administration, Department of Transportation regulations, be conditioned on the applicant's ability to pass a Department of Transportation mandated physical examination which includes a drug screen. This shall also apply to transferred employees, former employees returning to County service via re-employment lists, interim or temporary employees, whose job duties required a CDL. Failure to pass pre-employment screening will result in withdrawal of a conditional offer of employment. Refusal to sign the appropriate release and consent forms for testing, or any failure to provide a valid specimen for testing will be regarded as a failed test, thereby rendering the applicant disqualified for employment.

If an applicant has any questions regarding this Policy, additional information may be requested from the Personnel Department of the County of Monmouth.

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING BELOW.

I certify that all the information provided by me in connection with my application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S. I authorize the County of Monmouth to contact any of the persons or organizations referenced in this application. I authorize the references to give the County of Monmouth all information concerning my previous employment, education, or any other pertinent information they might have with regard to any of the subjects covered by this application.

SIGNATURE

DATE

10/29/04

REV 9/01

LUTHER S. GRAHAM

OBJECTIVE: To acquire a position that will allow me to utilize my previous experience, education, computer, and technical skills.

TECHNICAL SKILLS: **Electrical:** Have an understanding of AC/DC current and voltage theory, electron flow theory and schematic diagram reading. Understand series and parallel circuits. Have the ability to apply the concept of electrical energy to series and parallel circuits. Experience in analyzing circuits using the basic concepts of Ohm's Law and Kirchof's Rule. Have used various voltmeters, power supplies and function generators in performing Tests. Have a knowledge of electro magnetic fields (EMF).

Computer: PC and network computer systems and peripheral connections. DOS, Windows 2002 and UNIX operating systems. "C", Fortran, and BASIC programming languages. AutoCAD and HP electrical simulator software programs. Knowledgeable in MS Word, Access, WNJPIN and various Internet Service Providers.

EXPERIENCE: Monmouth County Division of Employment & Training Red Bank, NJ (1993 - Present)

Program Monitor- Monitor those subcontractors twice yearly who have contracts with this agency. Perform site visit which includes the review of participants, subcontractor files and all required service areas as per contracts. In addition, key staff and administrators are monitored. Written reports of all monitoring visits are compiled, recommendation are made and/or corrective actions if warranted, along with follow up visits as needed.

Reviewer/MIS Specialist – Review applications and supporting documentation to determine eligibility for training programs. Computer data entry. (1996-2002)

Mathematics Instructor – Provided individual tutoring and group instruction in mathematics skills. (1993 – 1995)

LABCOM, Electronics Technology & Devices, Fort Monmouth, NJ (1989-1991)

Assistant Engineer – Developed a "C" program to simulate a LED modulator Circuit. Wrote minor "C" programs involving mathematical manipulations. Utilized UNIX to retrieve CAD/CAM files from remote workstations. Tested and assembled power supply sweeper box for testing Gunn devices. Fabricated and assembled electronic circuits. Compiled and organized test data for reports.

Independent Sub-Contractor

Electrician – installation of electrical outlets, lighting circuits (rough and finish), major appliances and low voltage systems.

Brookdale Community College, Lincroft, NJ (1988 – 1991)

Math Assistant – Provided computer/mathematics assistance using software programs.

CIVIC

ACTIVITIES:

After School Tutorial Educational Program (A.S.T.E.P., Inc.) (1995-2002)

Assistant Director – Oversee non-profit youth education program with sites in Monmouth County, NJ.

EDUCATION:

New Jersey Institute of Technology
Electrical Engineering Courses (20 credits)

Brookdale Community College
Associate in Math and Science
Graduated

Monmouth County Vocational School
Computer Science Technology Course (2-year program)
Certificate received

APPLICATION FOR EMPLOYMENT

The County of Monmouth is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex or any other protected classification.



The County of Monmouth
Human Resources Department
Hall of Records
1 East Main Street
Freehold, NJ 07728
732-431-7300
www.visitmonmouth.com

APPLICANT INFORMATION

Name Briscoe Robert F
Last Name First Name M.I.
Address [REDACTED]
Permanent Residence/Number & Street/Apt. # (P.O. box not acceptable)
[REDACTED]
City County State Zip Code
Mailing Address [REDACTED]
[REDACTED]

Social Security # [REDACTED] / [REDACTED] / [REDACTED]

Telephone #s we may use to contact you:

Home: [REDACTED]

Cell: [REDACTED]

Work: [REDACTED]

E-Mail: [REDACTED]

POSITION INFORMATION

Title Applying for Security Guard, Reclamation Center

Type of Employment ☒ Full-Time ☐ Part-Time

Would you be interested in temporary employment? ☒ Yes ☐ No

Salary Requirements _____

What shift(s) are you able to work?

☐ N/A ☐ 1st ☐ 2nd ☐ 3rd ☒ Any

QUESTIONNAIRE

1. Can you provide proof of citizenship or authorization to work in the U.S. upon employment? ☒ Yes ☐ No

2. Are you at least 18 years of age? ☒ Yes ☐ No

3. Were you ever employed by the County of Monmouth? ☐ Yes ☒ No

4. Have you ever applied to the County of Monmouth before? ☐ Yes ☒ No

5. Are you related to anyone currently working for the County of Monmouth? (The County of Monmouth maintains an anti-nepotism policy).

Debra Comerford - sister-in-law, Phil Comerford - brother-in-law
If yes, provide name(s) & relationship(s).

6. Have you ever been discharged or asked to resign from any employment? ☐ Yes ☒ No

If yes, provide an explanation.

7. Have you used any other name(s) different from name listed above? ☐ Yes ☒ No

If yes, provide name(s).

8. How were you referred to the County? (Check all that apply).

☐ NJ Civil Service Commission Examination List ☐ Advertisement

☐ Monmouth County Website ☒ Employee

☐ Other _____
Specify Specify

Debra Comerford
Full Name



2656

Last four digits of SS#

EDUCATION - Proof of specific education requirements must be submitted with the application; e.g., copy of degree, transcript with specific courses identified.

LICENSES / CERTIFICATIONS – Relevant to the position you are applying for.**DRIVER'S LICENSE** – Relevant to the position you are applying for.☒ Yes ☐ No

NJ Driver's License #

☐ Yes ☒ No

Class

Endorsements

☐ Typing _____ WPM

☐ Transcribing

☒ Word Processing

MS Word
Name _____

☐ Accounting / Bookkeeping☒ Spreadsheet

MS Excel
Name _____

☐ Web Design

Name _____

☒ Database

Icon
Name

☐ Other

Robert Briscoe

2656

Name

Last four digits of SSN

EMPLOYMENT EXPERIENCE

Starting with your present or most recent employer, list all full-time and part-time employment history for the past ten years. I understand that any misstatement, falsification or omission of information shall be grounds for refusal to hire or if hired, termination.

		May we contact your present employer?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. <u>Asbury Park Press, Gannett Inc.</u>	<u>Jack Roth, VP Production</u>	<u>(732) 922-6000</u>	
Employer	Supervisor, Title	Telephone	
<u>235 Willowbrook Rd.</u>	<u>Freehold</u>	<u>NJ</u>	<u>07728</u>
Address (number & street)	City	State	Zip Code
<u>Distribution Supervisor</u>	Employed From <u>02</u> / <u>2007</u> To <u>01</u> / <u>2009</u>		
Title	Month / Year	Month / Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <u>50</u>	Starting Salary <u>\$45,000.00</u>	Final Salary <u>\$51,000.00</u>	
# of hrs./wk.			
Job Duties <u>Supervise the delivery, processing and production of preprinted advertisements. Track and report labor hours/cost, production volume, and budget costs on multiple reports. Ensure product quality to be distributed.</u>			
Reason for Leaving <u>Staff Reduction</u>			
2. <u>Asbury Park Press, Gannett Inc.</u>	<u>Gabe Musto</u>	<u>(732) 922-6000</u>	
Employer	Supervisor, Title	Telephone	
<u>3601 Hwy 66</u>	<u>Neptune</u>	<u>NJ</u>	<u>07750</u>
Address (number & street)	City	State	Zip Code
<u>Operator/Mechanic</u>	Employed From <u>03</u> / <u>1992</u> To <u>02</u> / <u>2007</u>		
Title	Month / Year	Month / Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <u>40</u>	Starting Salary <u>\$27,000.00</u>	Final Salary <u>\$42,000.00</u>	
# of hrs./wk.			
Job Duties <u>Program the daily sequence and operate the advertisement insert machines, perform daily maintenance and repair to distribution conveyors, wrapping machines, power jacks and forklifts. Distribution department safety representative</u>			
Reason for Leaving <u>Promotion</u>			
3. <u>BAE Automated Systems, Newark Air</u>	<u>James Perry</u>	<u>(972) 586-1061</u>	
Employer	Supervisor, Title	Telephone	
<u>2525 Carter Drive</u>	<u>Carrollton</u>	<u>TX</u>	<u>75006</u>
Address (number & street)	City	State	Zip Code
<u>Conveyor Mechanic</u>	Employed From <u>02</u> / <u>1989</u> To <u>02</u> / <u>1991</u>		
Title	Month / Year	Month / Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <u>40</u>	Starting Salary <u>\$24,000.00</u>	Final Salary <u>\$33,000.00</u>	
# of hrs./wk.			
Job Duties <u>Prioritize, schedule and perform repair to baggage control & conveyor systems. Inspect daily all mechanical and electrical parts, troubleshoot system software integration issues. Ensure all safety measures are in place.</u>			
Reason for Leaving <u>BAE contract at Newark Airport was terminated</u>			

MILITARY EXPERIENCEAre you a Veteran? ☐ Yes ☒ No

Branch of Service

Rank

Specialty

Duties / Special Training:

Are you a surviving spouse or parent of a veteran? (Civil Service Veterans Preference may apply).

☐ Yes ☒ No

Robert Briscoe 2656
 Name Last four digits of SS#

REFERENCES

Provide the names of three people (no relatives) that have known you at least five years, who can attest to your character, job skills, knowledge and abilities.

1. Name	<u>Pamela Wynn</u>	<u>Travel Manager</u>	<u>(908) 295-8559</u>
		Occupation	Telephone
Address	<u>654 Barclay Ave</u>	<u>Morrisville</u>	<u>PA 19067</u>
	Street	City	State Zip
2. Name	<u>James Holcombe</u>	<u>Home Renovation Business Owner</u>	<u>(732) 620-0363</u>
		Occupation	Telephone
Address	<u>29 Oakwood Rd</u>	<u>Leonardo</u>	<u>NJ 07737</u>
	Street	City	State Zip
3. Name	<u>Mark Eng</u>	<u>Energy Buyer</u>	<u>(973) 464-2051</u>
		Occupation	Telephone
Address	<u>20 Tremont Ave</u>	<u>West Orange</u>	<u>NJ 07052</u>
	Street	City	State Zip

LEGAL HISTORY

HAVE YOU EVER BEEN CONVICTED OF OR PLED GUILTY TO A CRIME, MISDEMEANOR, DISORDERLY PERSON'S OFFENSE, OR OTHER OFFENSE (other than a parking ticket), IN NEW JERSEY OR ELSEWHERE, WHICH HAS NOT BEEN EXPUNGED? ☐ Yes ☒ No

SHERIFF'S OFFICER, CORRECTION OFFICER, AND JUVENILE DETENTION OFFICER APPLICANTS ARE REQUIRED TO DISCLOSE ALL ARRESTS, CONVICTIONS AND EXPUNGEMENTS.

IF YOUR ANSWER IS "YES," GIVE DATE AND NATURE OF EACH OFFENSE, THE NAME AND LOCATION OF THE COURT AND THE DISPOSITION OF THE CASE.

Date(s) and Nature of Charge(s):

Date(s) Nature of Charge(s)

Name and Location of Court:

City(s) State(s)

Disposition:

Specify

A conviction will not automatically disqualify you from consideration for the position. Whether a conviction will disqualify an applicant depends upon (1) the nature and gravity of the offense, (2) the nature of the job being sought, and (3) the length of time since the conviction and/or completion of the sentence. A false statement or omission will disqualify you from employment.

SUBSTANCE ABUSE POLICY

The County of Monmouth requires all offers of employment extended to applicants whose job duties require that they hold a Commercial Driver's License including the performance of safety sensitive functions as defined by Federal Highway Administration and Federal Transit Administration, Department of Transportation regulations, be conditioned on the applicant's ability to pass a Department of Transportation mandated pre-employment physical examination, which includes a drug screen. This shall also apply to transfer employees, former employees returning to County service via appeals; re-employment lists, interim or temporary employees, whose job duties require a CDL. Failure to pass pre-employment screening will result in withdrawal of a conditional offer of employment. Refusal to sign the appropriate release and consent forms for testing or failure to provide a valid specimen for testing will be regarded as a failed test, thereby rendering the applicant disqualified for employment. If an applicant has any questions regarding this Policy, additional information may be requested from the County of Monmouth Personnel Department.

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING BELOW.

I certify that all the information provided by me in connection with my application is true and complete. I understand that any misstatement, falsification or omission of information shall be grounds for disqualification for employment or if hired, termination. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S. I authorize the County of Monmouth to contact any of the persons or organizations referenced in this application. I authorize the references to give the County of Monmouth all information concerning my previous employment, education, or any other pertinent information they might have with regard to any of the subjects covered by this application.

[Signature]
 SIGNATURE

2/25/2012
 DATE



AUTHORIZATION FOR RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES

I, Robert Briscoe, authorize the County of Monmouth to contact any of the persons or organizations referenced in the Application for Employment. I authorize the references to give the County of Monmouth all information concerning my previous employment, education or any other pertinent information they might have with regard to any of the subjects covered by the Application of Employment.

I hereby release the County of Monmouth, former employers and all other persons from any and all claims, demands or liabilities arising out of or in any way related to the examination of my background.

Robert Briscoe
Applicant's Name (Print Legibly)

Previous Name(s)

Social Security Number

[Signature]
Signature

2/29/2012
Date

ROBERT F. BRISCOE

OBJECTIVE:

A Production position requiring a team player with solid manufacturing experience, a strong mechanical aptitude, and a track record for maintaining high production and quality standards

PROFESSIONAL AWARDS:

- *Employee of the Month*, 2007: For Rapid Adaptability To A New Position
- *Blue Chip Award*, 2006: For Outstanding Performance
- *Gannett Rising Star Award*, 2005: For Outstanding Production

EXPERIENCE:

Distribution Supervisor, Asbury Park Press - Gannett, Inc, Freehold, NJ

2007-2009

- Received promotion to a management position due to diligent work ethic, exceeding production deadlines, and improving production quality.
- Organized Mailroom production and Quality control issues of the Asbury Park Press and its 4 subsidiary publications. Managed insertion of preprint advertisements and preprinted sections, the labeling, bundling and distributing of all Newspapers and related publications.
- Responsible for Supervising the delivery, processing and production of over 250 preprinted advertisement inserts into the 4 daily and 12 weekly Newspapers printed onsite, Responsible for each paper's changing daily deadlines.
- Responsible for Scheduling, layout and creating production packages for five Heidelberg preprint insert machines running to meet the daily production requirements for 5 Newspaper groups.
- Responsible for managing and coordinating multiple daily, weekly, monthly, deadlines to fit the changing production needs of all publications.
- Created and distributed multiple weekly, monthly, and yearly reports tracking staff hours, production volume and budget costs for multiple publications.
- Responsible for overseeing the production and quality of in-house printed and stitched books for Commercial Accounts and the 5 Gannett publications produced on-site,
- Led the creation of process of improvements to streamline production, reduce staff hours, and improve Quality Control.
- Responsible for calculating the changing daily volume of all in-house printing for 3 Goss Metro liners offset printing presses to fit the need of all publications and commercial printing.
- Responsible for Budgets and ordering all consumable supplies used by the Distribution Department.

Machinist Operator, Asbury Park Press - Gannett Inc, Freehold, NJ

1992-2007

- Responsible for the operation and repairs of machinery for processing of insert advertisement preprints, distribution, wrapping, and packaging for the delivery of multiple newsprint products.
- Responsible for creating operational procedures to meet the daily production schedule.
- Volunteered to assist on special projects, creating new production processes for the new and expanding publications brought in-house through corporate restructuring.
- Often created process improvements to increase production enhance Quality Control.
- Assisted with training of other machinists

Conveyor Mechanic, B.A.E. Automated Systems Inc. - Newark Airport, NJ

1989-1991

- Responsible for scheduling, prioritizing and repairs for various parts of conveyor machinery.
- Responsible for conducting daily inspections of all mechanical and electrical parts, often troubleshooting and repairing under emergency conditions.
- Assisted with training of new staff
- Expert knowledge of computer software associated with conveyor sorting system and all related baggage handling systems.

Computer Hardware Representative, DIMIS, Inc, Eatontown, NJ

1986-1987

- Responsible for superior customer service associated with installation and servicing of various software and hardware.
- Responsible for troubleshooting and repair of customer computer systems.
- Responsible for Customer service for Hardware department.
- Maintained electronic inventory and processing of hardware and related supplies orders.
- Created schedule and performed monthly back-up of data.

Personal Interests,

Member of the Tinton Falls Open Space committee
I enjoy Tennis, Hiking, and Kayaking.



JOB POSTING

Posting Date 03/08/16 Closing Date 03/15/16 PARF ID # _____
(if applicable)

Department / Division DPW & Engineering / Buildings and Grounds

Position Title Crew Supervisor Building Maintenance Worker Salary Range 55,000 /yr. - 69,600 /yr.

Worksite Various ☒ Regular ☐ Temporary

☒ FT ☐ PT # of Hrs./Wk. M-F Shift 7:00 a.m. - 3:30 p.m.
from to

JOB REQUIREMENTS NOT LISTED ON THE ATTACHED NJDOP JOB DESCRIPTION

☒ Valid NJ Driver's License ☐ CD License, Type of Endorsement _____
☐ Pre-Employment Testing _____ / _____ / _____

ELIGIBILITY

- * Must meet the minimum requirements listed on the NJDOP Job Description, as well as, other requirements listed on this Job Posting as of the closing date.
- * Must be actively working as of the closing date.

SELECTION

- * Consideration will first be given to qualified, internal employees, who have permanent job title status for a minimum of one year.
- * Work performance records will be reviewed with employees current supervisors as part of the selection process.

NOTE: Candidates on existing Certification of Eligibles for Appointment (Open NJDOP Lists) may take priority.

PREFERRED JOB QUALIFICATIONS

Applicants who possess one or more of the following qualifications are preferred:

- *This job posting is for anticipated vacancy/promotional opportunities.
- ** All interested employees please deliver your job posting application to Cecelia Thomas @ the B&G main office, 250 Center Street, Freehold NJ 07728 by 4:30 pm on 3/15/16.

APPLICATION PROCEDURE

Complete Job Posting Application, available in each County Department and on the Employee Intranet, and submit it to the Interviewing Manager listed below by the closing date.

David Krzyzanowski / Supervisor of General Services
Interviewing Manager's Name / Title

09/09/05

**DEFENDANT'S
EXHIBIT**

E



You are reading the State of New Jersey Job Descriptions. This is not a Job Vacancy Announcement.

Job Specification

CREW SUPERVISOR BUILDING MAINTENANCE WORKERS

DEFINITION:

Under supervision of a supervisory official in a state or local department, institution or agency, takes the lead in and supervises a group of employees engaged in the cleaning and general maintenance of offices and furniture and the making of minor repairs to buildings and appurtenances. Supervises staff and work activities. Prepares and signs official performance evaluations for subordinate staff; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Inspects and determines the cleaning and maintenance work to be done and the equipment, materials and supplies needed.

Develops work plans for cleaning and maintenance work and develops effective work methods.

Provides assignments to Building Maintenance Workers, Senior Building Maintenance Workers, and other employees engaged in cleaning and maintenance work; supervises the performance of their work.

Supervises the work operations and/or functional programs and has responsibility for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.

Takes a leading part in cleaning and maintenance of desks, chairs, rugs, lighting fixtures, windows and other furniture and fixtures in a state institution, department or agency building.

Supervises and takes a leading part in the cleaning and washing of windows, doors and other glass areas.

Supervises and takes a leading part in sweeping, washing and sanding floors, in applying filler, shellac, paint and varnish to floors and in applying wax and polish to wooden, linoleum and composition floors.

Supervises and takes a leading part in applying paint remover and turpentine or other suitable agent to furniture, in sanding rough and discolored areas and in applying linseed oil, varnish, stain, lacquer, enamel and/or paint to varied types of furniture.

Conducts inspection of buildings, offices and other rooms to note hazards and other significant conditions and sees that needed work is done.

Obtains, safeguards and distributes and supervises the use of cleaning and general maintenance equipment, materials and supplies.

Prepares and maintains records of personnel, time, equipment, materials, supplies and work completed.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in work involving the inspection, cleaning and general maintenance of offices, furniture and buildings.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Appointees may be required to possess a valid Commercial Driver's License (CDL) and applicable endorsements for the class and type of vehicle being operated.

NOTE: The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

KNOWLEDGE AND ABILITIES:

Knowledge of the problems and procedures used in inspecting premises, determining the cleaning and maintenance work to be done and the staff, equipment and time required.

Knowledge of the methods and materials used in cleaning and maintenance of desks, chairs, rugs, lighting fixtures, windows, floors and other furniture and fixtures in buildings.

Ability to organize large-scale supervisory cleaning and maintenance work and to develop effective work schedules and methods.

Ability to provide assignments to employees doing cleaning and maintenance work and to supervise their work.

Ability to supervise assigned staff and plan, organize and implement projects within the unit.

Ability to conduct inspections of offices and buildings, determine cleaning and general maintenance work to be done and to make estimates of staff, equipment and time required.

Ability to supervise and lead the work involved in the cleaning and maintenance of desks, chairs, rugs, lighting fixtures, windows and other furniture and fixtures in a building; the sweeping, washing and sanding of floors; in applying filler, shellac, paint, varnish, waxes and polish to wood, linoleum, or composition floors; in applying paint remover, turpentine or other agent to furniture; in sanding rough and/or discolored areas; and in applying linseed oil, varnish, stain, lacquer, enamel and paint to varied types of furniture.

Ability to supervise washing and cleaning of windows and other glass areas.

Ability to note hazards and notify the proper official.

Ability to prepare and maintain records of work in progress, work completed, personnel, materials used and time.

Ability to requisition, store and supervise the use of equipment and materials.

Ability to learn and utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
44135		C	N	40	09	05	R10	-

This job specification is for state and local government use.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

2/20/2016

Columns A&B are determined BEFORE interviews are conducted.

Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
EXAMPLE: Write or type competency name.	Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
e.g. Organizational Skills	0.20	0.5	2.0	2.0	1.50	0.30
Required Education	0.00				0.00	0.00
Required Experience	0.20				0.00	0.00
Analytical	0.10				0.00	0.00
Teamwork	0.20				0.00	0.00
Leadership	0.10				0.00	0.00
Customer Service	0.20				0.00	0.00
Business Success	0.10				0.00	0.00
Administrative/ Clerical Support	0.10				0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00
					0.00	0.00

(the sum of all #s in column B must equal 100%)

100%

TOTAL SCORE
(=sum of all #s in
column G)

0.00

If doing manually, round up to two decimal points - x.xx

HIRING MANAGER'S NAME

HR-22



Promotional Interviewers Check List for Crew Supervisor Building Maintenance Worker:

1. Welcome ✓
2. Sign Interview Acknowledgment form ✓
3. ~~Ask~~ If the reviewed the NJDOP job spec. ✓
4. Explain the Position:

The current posted positions are anticipated promotional opportunity that has not been approved by County Administration. After selection of a candidate the Division has to justify the Employee Change of Status and identify funds in the current operating budget. At that time the County Administration will approve or disapprove of the promotional opportunity.

The current assignments will be utilized to provide supervision within B&G Monday thru Friday from 7:00 am to 3:30 pm.

The position is deemed essential and you may have to report during emergencies and closures.

5. As a reminder the Department has the authority to reassign any employee to any County location and change work hours and work days to meet the current needs of the County. The Department will always provide two week notice.
6. Now we will start the interview process. I am going to ask you a series of questions and please answer them to the best of your ability.
7. Close the interview and advise them we will notify them when a selection has been made to bring closure.

Interview Report

Page 1 of 8

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW & Engineering / B-6	
Position:	Crew Supervisor Building Services 2016	
Applicant:		
Interviewer (print & sign):	/ X	
Date:		
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p>Answer 1: Has the character to admit mistakes. Also clarify-Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 40px; height: 20px;" type="text"/>
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 40px; height: 20px;" type="text"/>
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p>		

Interview Report

Page 2 of 8

<i>Notes:</i>								
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 50px;" type="text"/>						
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border: none;"> <tr> <td style="text-align: center;">SUM OF POINTS</td> <td style="text-align: center;">TOTAL # OF QUESTIONS</td> <td style="text-align: center;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center;"><input style="width: 50px;" type="text"/></td> <td style="text-align: center;"><input style="width: 50px;" type="text"/></td> <td style="text-align: center;"><input style="width: 50px;" type="text"/></td> </tr> </table>			SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS						
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>						
<u>Teamwork</u> <p>Question 1: How would you persuade people of the importance of cooperation in today's workplace?</p> <p>Answer 1: <i>Realizes that a positive balanced, cooperative work force is vitally important for success in business today.</i></p> <p><i>Notes:</i></p>								
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 50px;" type="text"/>						
<u>Teamwork</u> <p>Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?</p> <p>Answer 2: <i>Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.</i></p> <p><i>Notes:</i></p>								
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 50px;" type="text"/>						
<u>Teamwork</u> <p>Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?</p> <p>Answer 3: <i>Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.</i></p>								

Interview Report

Page 3 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 ☐ POINTS

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Leadership

Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

Answer 1: *Can take risks and chances to achieve goals at work; also inspires others.*

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 ☐ POINTS

Leadership

Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

Answer 2: *Can take risks and chances to achieve goals at work; also inspires others.*

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 ☐ POINTS

Leadership

Question 3: How have you contributed to the company strategies and policies?

Answer 3: *Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.*

Interview Report

Page 4 of 8

Notes:										
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 40px;" type="text"/>								
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border: none;"> <tr> <td style="text-align: center;">SUM OF POINTS</td> <td style="text-align: center;">TOTAL # OF QUESTIONS</td> <td style="text-align: center;">=</td> <td style="text-align: center;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center;"><input style="width: 60px;" type="text"/></td> <td style="text-align: center;"><input style="width: 60px;" type="text"/></td> <td style="text-align: center;">=</td> <td style="text-align: center;"><input style="width: 60px;" type="text"/></td> </tr> </table>			SUM OF POINTS	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS	<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	=	<input style="width: 60px;" type="text"/>
SUM OF POINTS	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS							
<input style="width: 60px;" type="text"/>	<input style="width: 60px;" type="text"/>	=	<input style="width: 60px;" type="text"/>							
<u>Customer Service Orientation</u>										
<p>Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?</p> <p>Answer 1: <i>Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while been criticized.</i></p> <p>Notes:</p>										
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 40px;" type="text"/>								
<u>Customer Service Orientation</u>										
<p>Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?</p> <p>Notes:</p>										
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 40px;" type="text"/>								
<u>Customer Service Orientation</u>										
<p>Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? <i>Was a Policy or Procedure come down with which you disagreed. What did you do?</i></p> <p>Notes:</p>										
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 40px;" type="text"/>								

Interview Report

Page 5 of 8

TOTAL COMPETENCY AVERAGE POINTS		
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input style="width: 50px;" type="text"/>	/ <input style="width: 50px;" type="text"/>	= <input style="width: 50px;" type="text"/>
<p><u>Business Success</u></p> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 40px;" type="text"/>
<p><u>Business Success</u></p> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 40px;" type="text"/>
<p><u>Business Success</u></p> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p>Answer 3: <i>Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.</i></p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input style="width: 40px;" type="text"/>
TOTAL COMPETENCY AVERAGE POINTS		

Interview Report

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>
<hr/>		
<u>Administrative/Clerical Support</u>		
<p>Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text"/></p>		
<hr/>		
<u>Administrative/Clerical Support</u>		
<p>Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text"/></p>		
<hr/>		
<u>Administrative/Clerical Support</u>		
<p>Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflect your strengths? Which tasks may require some development?</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text"/></p>		
<hr/>		
TOTAL COMPETENCY AVERAGE POINTS		
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>
<hr/>		
<u>Required Experience</u>		

Interview Report

<p>Question 1: This position requires <u>2</u> years of experience with <u>work involving inspection, planning, and general maintenance of house foundations and building.</u> How do you meet these qualifications?</p> <p>Notes:</p>										
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input style="width: 40px;" type="text"/></p>										
<p><u>Required Experience</u></p> <p>Question 2: What <u>knowledge or experience do you have with completing building maintenance work on existing building maintenance work?</u> How do you meet these qualifications?</p> <p>Notes:</p>										
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input style="width: 40px;" type="text"/></p>										
<p><u>Required Experience</u></p> <p>Question 3: How do you feel your experience qualifies you for this position?</p> <p>Notes:</p>										
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input style="width: 40px;" type="text"/></p>										
<p>TOTAL COMPETENCY AVERAGE POINTS</p> <table style="margin: auto;"> <tr> <td style="text-align: center;">SUM OF POINTS</td> <td style="text-align: center;">/</td> <td style="text-align: center;">TOTAL # OF QUESTIONS</td> <td style="text-align: center;">=</td> <td style="text-align: center;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center;"><input style="width: 60px;" type="text"/></td> <td></td> <td style="text-align: center;"><input style="width: 60px;" type="text"/></td> <td></td> <td style="text-align: center;"><input style="width: 60px;" type="text"/></td> </tr> </table> <p>Notes:</p>	SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS	<input style="width: 60px;" type="text"/>		<input style="width: 60px;" type="text"/>		<input style="width: 60px;" type="text"/>
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS						
<input style="width: 60px;" type="text"/>		<input style="width: 60px;" type="text"/>		<input style="width: 60px;" type="text"/>						
<p><input type="checkbox"/> I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.</p> <p><input type="checkbox"/> I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"</p> <p><input type="checkbox"/> I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.</p>										

Interview Report

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

Crew Supervisor Building Services 2016

JOB TITLE

Robert Briscoe

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A		B			C			D		E		F		G	
Competency Name		Percentage of Importance			Question 1 Score	Question 2 Score	Question 3 Score	Question 3 Score		Question 3 Score		Question 3 Score		Question 3 Score	
Write or type in decimal format - .xx		Write or type in each score from the Applicant Evaluation Form.		If doing manually, round up to two decimal points x.xx		If doing manually, round up to two decimal points x.xx		If doing manually, round up to two decimal points x.xx		If doing manually, round up to two decimal points x.xx		If doing manually, round up to two decimal points x.xx		If doing manually, round up to two decimal points x.xx	
e.g. Organizational Skills		0.20		0.5		2.0		2.0		1.50		0.30			
Required Education		0.00													
Required Experience		0.20		3.0		3.0		3.0		3.00		0.60			
Analytical		0.10		2.0		2.0		2.0		2.00		0.20			
Teamwork		0.20		3.0		2.0		2.0		2.33		0.47			
Leadership		0.10		2.0		2.0		1.0		1.67		0.17			
Customer Service		0.20		3.0		2.0		3.0		2.67		0.53			
Business Success		0.10		2.0		2.0		3.0		2.33		0.23			
Administrative/ Clerical Support		0.10		3.0		2.0		3.0		2.67		0.27			
										0.00		0.00			
										0.00		0.00			
										0.00		0.00			

SUM OF PERCENTAGES

(the sum of all #s in column B must equal 100%)

100%

TOTAL SCORE
(=sum of all #s in column G)

2.47

If doing manually, round up to two decimal points - x.xx

HIRING MANAGER'S NAME

HR-22

5/22/2008



RB

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW + Engineering / B&C	
Position:	Crew Supervisor Building Services 2016	
Applicant:	ROBERT BRISCOE	
Interviewer (print & sign):	Robert Compton / x Robert Compton	
Date:	3-22-16	
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="margin-left: 40px;">→ more files - choose file - insert file with base?</p> <p>Answer 1: Has the character to admit mistakes. Also clarify - Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p style="margin-left: 100px;">thinks so (2) change lack of knowledge</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="margin-left: 40px;">Evenly together - complete material on table</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p style="margin-left: 40px;">tool room locked (2)</p> <p>Notes:</p> <p style="margin-left: 40px;">(tool list most important materials accessible)</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p style="margin-left: 40px;">mid captain, pretty everyone is</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p> <p style="margin-left: 40px;">trying but we need to coordinate & communicate</p>		

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS 2

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Teamwork

Question 1: How would you persuade people of the importance of cooperation in today's workplace?

Most important - so much time is wasted in proving why

Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.

(3) correct.

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 3Teamwork

Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?

→ Job experience in - you try to explain correct way - Couldn't find way to do things

Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.

Forced Job to go my way but was

Notes:

not worth it to force - Explaining it would have

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 2Teamwork

Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?

Don't choose who you work with focus on the job and get it done - stay focused

Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.

explain scope of work & teamwork

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS 2

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
	/	=

Leadership

Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

offer complete task. not qualified for

Answer 1: *Can take risks and chances to achieve goals at work; also inspires others. Initiated under forced it all. Received*

Notes: *cont to Gary. ②*

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS 2

Leadership

Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

2

Answer 2: *Can take risks and chances to achieve goals at work; also inspires others.*

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 1

Leadership

Question 3: How have you contributed to the company's strategies and policies?

Coach's

-Bright organizational skills to the crew - plan paper trails

Answer 3: *Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.*

①

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS / TOTAL # OF QUESTIONS = TOTAL AVERAGE POINTS

Customer Service Orientation

Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?

- Every situation is different -
Communicate - correct perspective

Answer 1: Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while being criticized.

(Communicate with your supervisor) Contact all involved and fully educate each person -
Notes: correct once explained - first person was correct & missed.

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 3

Customer Service Orientation

Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?

The whole basis is communicating with anyone

Notes: - If someone can be miscommunicated it will - All problems are communicated

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

Customer Service Orientation

Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? HAS A POLICY OR DIRECTIVE come down with which you disagreed. What did you do?

Notes: Lot of Time - Allocated on Job - Picked down closed to make sure we are going to be out of the way

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3 **POINTS** 3

Worried about client not our personal needs

RS

TOTAL COMPETENCY AVERAGE POINTS			
SUM OF POINTS	/	TOTAL # OF QUESTIONS	= TOTAL AVERAGE POINTS
<div></div>	/	<div></div>	<div></div>
<p><u>Business Success</u></p> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p>Notes: <i>Organization is the key (same philosophy) clear - not worth fighting to have others clear up after yourself & coworkers if they don't</i></p> <p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>			
<p><u>Business Success</u></p> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p>Notes: <i>MAIN ISSUE - IS WE ARE ALL BEG. WE NEED TO stop dividing - others (2)</i></p> <p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>			
<p><u>Business Success</u></p> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p>Notes: <i>What is the end game - Define what we are accomplishing.</i></p> <p>Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.</p> <p>Notes: <i>Need to communicate the goal.</i></p> <p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input checked="" type="checkbox"/> Excellent=3 POINTS 3</p>			
TOTAL COMPETENCY AVERAGE POINTS			

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
	/	=

Administrative/Clerical Support

Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?

Notes:

Like - lots of different things - whether it is silly or safety - need to adapt and assume use staff to the best.

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3 **POINTS** ☒

Administrative/Clerical Support

Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?

All the time tools good example
- Work with what you have to - yep improve to get the job done.
Notes: you have to get job done. - Make the job work (2)

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** ☒

Administrative/Clerical Support

Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflects your strengths? Which tasks may require some development?

ONLY as
good as
Notes:
your team
Carpenter helper - provided them the tools
learn from them - do the finish work, inst. tasks
cleanup - Allow the higher person to perform - give them more

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3 **POINTS** ☒

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
	/	=

Required Experience

Question 1: This position requires 2 years of experience with work involving. How do you meet these qualifications?
Inspection, cleaning, and general maintenance of offices, furniture and buildings.

Notes:

- Courtroom is a BMW -
 before by promoted / DID everything

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3

POINTS

3

Required Experience

Question 2: What ~~managerial responsibility do you have?~~ Knowledge or experience do you have with
completing Building Maintenance work or directing Building
maintenance staff? As a BMW at the courthouse

Notes:

filled in for the lead as needed. (some
scope work)

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3

POINTS

3

Required Experience

Question 3: How do you feel your experience qualifies you for this position?

Notes:

Building Services
Trade Crews
Supervisory experience prior to Court
oversaw cleaning etc at Court
Trained in all disciplines

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3

POINTS

3

TOTAL COMPETENCY AVERAGE POINTS

SUM OF
POINTSTOTAL # OF
QUESTIONSTOTAL AVERAGE
POINTS

/ =

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

Crew Supervisor Building Services 2016

JOB TITLE

Kevin Baxter

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
EXAMPLE: Write or type competency name. e.g. Organizational Skills	Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
Required Education	0.00				0.00	0.00
Required Experience	0.20	2.0	3.0	3.0	2.67	0.53
Analytical	0.10	2.0	2.0	2.0	2.00	0.20
Teamwork	0.20	1.0	2.0	1.0	1.33	0.27
Leadership	0.10	2.0	2.0	2.0	1.67	0.17
Customer Service	0.20	2.0	2.0	2.0	2.00	0.40
Business Success	0.10	1.0	2.0	1.0	1.33	0.13
Administrative/ Clerical Support	0.10	2.0	2.0	2.0	2.00	0.20
					0.00	0.00
					0.00	0.00
					0.00	0.00
SUM OF PERCENTAGES (the sum of all #s in column B must equal 100%)	100%					1.90
TOTAL SCORE (=sum of all #s in column G)						

If doing manually, round up to two decimal points - x.xx

5/22/2008

HR-22

HIRING MANAGER'S NAME

ROBERT D. COMPTON

KB

Interview Report

Page 1 of 8

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW & Engineering / B&C	
Position:	Crew Supervisor Building Services 2016	
Applicant:	Kevin Baxter	
Interviewer (print & sign):	Robert Compton / x Robert Compton	
Date:	3-23-16	
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="margin-left: 40px;">Christmas Tree - Failure to communicate with supervisor</p> <p>Answer 1: Has the character to admit mistakes. Also clarify - Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p style="margin-left: 40px;">Learned communication is key</p> <p>Notes: ↓ complete job correctly.</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">2</div>
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="margin-left: 40px;">- Schedule to not interfere with residents, then finish</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p style="margin-left: 40px;">Complete scope as needed, material and labor.</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">2</div>
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p style="margin-left: 40px;">need better communication otherwise every</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p> <p style="margin-left: 40px;">to give</p> <p style="margin-left: 40px;">identify issue and expressed he had spoke to supervisor about it to improve relationship</p>		

Interview Report

Page 2 of 8

Notes:												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">2</div>										
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border: none;"> <tr> <td style="text-align: center;">SUM OF POINTS</td> <td style="text-align: center;">/</td> <td style="text-align: center;">TOTAL # OF QUESTIONS</td> <td style="text-align: center;">=</td> <td style="text-align: center;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> </tr> </table>			SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS								
<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>								
Teamwork												
<p>Question 1: How would you persuade people of the importance of cooperation in today's workplace?</p> <p style="margin-left: 150px;"><i>Define the scope of the project & commit to completion</i></p> <p>Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today. <i>& our goals.</i></p>												
Notes:												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">1</div>										
Teamwork												
<p>Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?</p> <p style="margin-left: 150px;"><i>Problem with personal problem and we were able to communicate without</i></p> <p>Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.</p> <p style="margin-left: 150px;"><i>It escalating in a serious issue requiring outside assistance.</i></p>												
Notes:												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">2</div>										
Teamwork												
<p>Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?</p> <p style="margin-left: 150px;"><i>Discusses a problem - I explain doors are both sides</i></p> <p>Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.</p> <p style="margin-left: 150px;"><i>- We know when we stand</i></p>												

Interview Report

Page 3 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**
1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
	1	

Leadership

Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

Can - no history - have someone who is

Answer 1: Can take risks and chances to achieve goals at work; also inspires others.

trained - I ask for assistance.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS**
2

Leadership

Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

Answer 2: Can take risks and chances to achieve goals at work; also inspires others.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**
2

Leadership

Question 3: How have you contributed to the company strategies and policies?

Reassigned many because of Pt 33 Traffic.

Answer 3: Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.

- Changed schedule to meet needs & flexibility

Interview Report

Page 4 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** **2**

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
	1	

Customer Service Orientation

Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them? *Smile be calm and this is normal at times. never been as, sure.*

Answer 1: *Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while been criticized.*

stress people properly

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** **2**

Customer Service Orientation

Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?

Notes: *Treat with respect as you need to be treated. Bill Burton or Tobin of Clear - Peopled people all customers.*

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** **2**

Customer Service Orientation

Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? *HAS a Policy or Discipline come down with which you disagreed. What did you do?*

Notes: *I disagree with the uniform policy because the company already paid us to provide uniform.*

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** **2**

They tried this in the past and it did not work - Being forced on Union Employees.

Interview Report

Page 5 of 8

21

TOTAL COMPETENCY AVERAGE POINTS			
SUM OF POINTS	/	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>	1	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>
<p><u>Business Success</u></p> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p>Notes: <i>The ones you win one fair & you could win. No sense banging your head against the wall for something that doesn't matter.</i></p> <p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 1</p>			
<p><u>Business Success</u></p> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p>Notes: <i>Very Good - only ask for assistance when they are needed or ready to help. (fully communicate) speak</i></p> <p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>			
<p><u>Business Success</u></p> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p><i>*What is needed and the safety - Proper Staff</i></p> <p>Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.</p> <p>Notes:</p> <p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 1</p>			
TOTAL COMPETENCY AVERAGE POINTS			

Interview Report

Page 6 of 8

K3

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	/ <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	= <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
<u>Administrative/Clerical Support</u>		
<p>Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?</p> <p style="margin-left: 40px;"><i>We continue to prioritize as requests come and within trade as needed.</i></p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div></p>		
<u>Administrative/Clerical Support</u>		
<p>Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?</p> <p style="margin-left: 40px;"><i>Material is the issue. The budget part is written and decision is a hard move</i></p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div></p>		
<u>Administrative/Clerical Support</u>		
<p>Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflects your strengths? Which tasks may require some development?</p> <p style="margin-left: 40px;"><i>Supervision, I am senior him assign and handle the day to day needs of the 14 people both without direct supervisor.</i></p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center; line-height: 20px;">2</div></p>		
TOTAL COMPETENCY AVERAGE POINTS		
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	/ <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	= <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
<u>Required Experience</u>		

Interview Report

Page 7 of 8

Question 1: This position requires 2 years of experience with work involving inspection, cleaning, and general maintenance of offices, furniture and buildings. How do you meet these qualifications?

Notes: During 28 yrs completed these tasks in various roles and job assignments

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS 2**

Required Experience

Question 2: What managerial responsibility did you have with completing Building Maintenance work or directing Building maintenance staff? Various assignments before and after

Notes: to 1 mbases. Over last 3 yrs manager and director of

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3 **POINTS 3**

Required Experience

Question 3: How do you feel your experience qualifies you for this position?

Notes: Knowledge
- Been complete task supervisor role with 3 yrs with no issue

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3 **POINTS 3**

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

Interview Report

Page 8 of 8



NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

Crew Supervisor Building Services 2016

Lou Bellardino

JOB TITLE

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
EXAMPLE: Write or type competency name.	Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
e.g. Organizational Skills	0.20	0.5	2.0	2.0	1.50	0.30
Required Education	0.00				0.00	0.00
Required Experience	0.20	2.0	2.0	2.0	2.00	0.40
Analytical	0.10	2.0	2.0	1.0	1.67	0.17
Teamwork	0.20	1.0	2.0	1.0	1.33	0.27
Leadership	0.10	1.0	2.0	1.0	1.33	0.13
Customer Service	0.20	2.0	1.0	1.0	1.33	0.27
Business Success	0.10	2.0	1.0	1.0	1.33	0.13
Administrative/ Clerical Support	0.10	3.0	2.0	2.0	2.33	0.23
					0.00	0.00
					0.00	0.00
					0.00	0.00

SUM OF PERCENTAGES

(the sum of all #s in column B must equal 100%)

100%

TOTAL SCORE
(=sum of all #s in column G)

1.60

If doing manually, round up to two decimal points - x.xx

HIRING MANAGER'S NAME

HR-22

5/22/2008

1.60

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW & Engineering / B&G	
Position:	Crew Supervisor Building Services 2016	
Applicant:	L. Bellardino	
Interviewer (print & sign):	L. Bellardino / x R. C. C. C.	
Date:	3/22/16	
Analytical		
<p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p>own up to it. learner - first guy to make a mistake</p> <p>Answer 1: Has the character to admit mistakes. Also clarify-Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p>work with system to correct in future.</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
Analytical		
<p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p>Go on back of project scope it out & take care of it.</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p>Reconnect the process.</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
Analytical		
<p>Question 3: How would you measure the strength of your management team?</p> <p>Fabulous - can follow back a Not Afford</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p> <p>to communicate</p>		

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Teamwork

Question 1: How would you persuade people of the importance of cooperation in today's workplace?

Lead by example, give praise when needed - goes a long way.

Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.

Cyphur

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**

Teamwork

Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?

Step back - not worth fight. It goes both ways - never had a problem that I couldn't work out thru communication.

Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.

Notes: *Difficult person to be friends. needed to be friends.*

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS**

Teamwork

Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?

Get to the understanding of what was going on.

Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.

going on.

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** ☐

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Leadership

Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

I would ask for advice, and get

Answer 1: *Can take risks and chances to achieve goals at work, also inspires others.*

the knowledge + try to complete the task.

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** ☐

Leadership

Question 2: ~~Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?~~

Answer 2: ~~Can take risks and chances to achieve goals at work, also inspires others.~~

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐

Leadership

Question 3: How have you contributed to the company strategies and policies?

I follow all the rules and contribute to

Answer 3: *Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.*

the argument and support my team members

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
	1	

Customer Service Orientation

Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?

County Employee

- Commenter explain it is not that bad - work with them.

Answer 1: Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while been criticized.

Smile it over, simple customer service

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 2

Customer Service Orientation

Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?

Great people

From visitor to Franchisee

we kiss anyone Ass. Greeter

winning environment.

Notes: *even Administrative*

Expects for us.

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

Customer Service Orientation

Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? *HAS A Policy or Directive come down with which you disagreed. What did you do?*

Notes: *No Issues with the policies-they are the rules.*

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3 **POINTS** ☐ 1

LB

TOTAL COMPETENCY AVERAGE POINTS			
SUM OF POINTS	/	TOTAL # OF QUESTIONS	= TOTAL AVERAGE POINTS
<div></div>	/	<div></div>	<div></div>
<p><u>Business Success</u></p> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p style="margin-left: 40px;"><i>Safety - always ensure to work safely</i></p> <p>Notes:</p>			
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <div style="border: 1px solid black; padding: 2px 5px;">2</div></p>			
<p><u>Business Success</u></p> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p style="margin-left: 40px;"><i>Great relationship with all trades etc. Everyone works as the same task.</i></p> <p>Notes:</p>			
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <div style="border: 1px solid black; padding: 2px 5px;">1</div></p>			
<p><u>Business Success</u></p> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p style="margin-left: 40px;"><i>I take a step back and analyze the</i></p> <p>Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.</p> <p style="margin-left: 40px;"><i>define scope of work.</i></p> <p>Notes:</p>			
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <div style="border: 1px solid black; padding: 2px 5px;">1</div></p>			
<p style="text-align: center;">TOTAL COMPETENCY AVERAGE POINTS</p>			

1.3

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Administrative/Clerical Support

Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?

Notes: Every Second became all out customers are priority.

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3 **POINTS 3**

Administrative/Clerical Support

Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?

Notes: We will get something if we need.
We will properly prepare to supply something

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS 2**

Administrative/Clerical Support

Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflect your strengths? Which tasks may require some development?

Notes: I complete Scott's Job when he is not here - I am being trained by him

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS 2**

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Required Experience

LB

Question 1: This position requires 2 years of experience with work involving. How do you meet these qualifications?
inspection, cleaning, and general maintenance of offices, furniture and buildings.
 Notes: Been in the city about 9 yrs

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☒ Excellent=3 **POINTS** 2

Required Experience

Question 2: What ~~managerial responsibility do you have~~ Knowledge or experience do you have with completing Building Maintenance work or directing Building Maintenance staff?

Notes: County as assistant Supervisor complete the

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☒ Excellent=3 **POINTS** 2

Required Experience

Question 3: How do you feel your experience qualifies you for this position?

Notes: 9 yrs as assist center to take on work
- Also work at Church complete similar duties

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☒ Excellent=3 **POINTS** 2

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

Crew Supervisor Building Services 2016

Chad Aretino

JOB TITLE

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
EXAMPLE: Write or type competency name.	Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
e.g. Organizational Skills	0.20	0.5	2.0	2.0	1.50	0.30
Required Education	0.00				0.00	0.00
Required Experience	0.20	1.0	2.0	1.0	1.33	0.27
Analytical	0.10	2.0	2.0	1.0	1.67	0.17
Teamwork	0.20	1.0	2.0	1.0	1.33	0.27
Leadership	0.10	2.0	2.0	1.0	1.67	0.17
Customer Service	0.20	2.0	1.0	1.0	1.33	0.27
Business Success	0.10	2.0	1.0	1.0	1.33	0.13
Administrative/ Clerical Support	0.10	3.0	2.0	3.0	2.67	0.27
					0.00	0.00
					0.00	0.00
					0.00	0.00
SUM OF PERCENTAGES (the sum of all #s in column B must equal 100%)	100%				TOTAL SCORE (=sum of all #s in column G)	1.53

ROBERT W. COMPTON

HIRING MANAGER'S NAME

HR-22

5/22/2008

CA

C

Applicant Evaluation Form Menu | Edit Job Title | Print Report

Department Name: DPW & Engineering / B&C

Position: Crew Supervisor Building Services 2016

Applicant: Chad Archibe

Interviewer (print & sign): Robert [Signature] x Rikel [Signature]

Date: 3-22-16

Analytical

Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today? Volunteer Project

Set up Christmas trees - changes I didn't

Answer 1: Has the character to admit mistakes. Also clarify - Were the steps he took not correct? More importantly, has he/she learned from this mistake?

Notes: Made adjustment - communication next time don't assume Know about trailer location

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS 2

Analytical

Question 2: Tell me about a recent project you received. What are some of the first things you do? Human Service

looked at scope - determine if need other trades

Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly. measure and assessed materials

Notes: (2)

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS 2

Analytical

Question 3: How would you measure the strength of your management team?

Communicate - Support General

Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.

G

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS ☐

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="checkbox"/>	/ <input type="checkbox"/>	= <input type="checkbox"/>

Teamwork

Question 1: How would you persuade ^{coworkers} people of the importance of cooperation in today's workplace?

*More of cooperation and commitment
avoids - relay importance of what we are doing*

Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS ☐

Teamwork

Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?

Gravels to meet for crew - and issues with Coworking - he thought I was too slow

Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.

reasoned to keep forward in GOM

Notes:

②

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS ☐

Teamwork

Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?

Gravels crew example doing it

Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.

F

Notes:												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input type="checkbox"/>										
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto;"> <tr> <td style="text-align: center;">SUM OF POINTS</td> <td style="text-align: center;">/</td> <td style="text-align: center;">TOTAL # OF QUESTIONS</td> <td style="text-align: center;">=</td> <td style="text-align: center;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center;"><input type="text"/></td> <td></td> <td style="text-align: center;"><input type="text"/></td> <td></td> <td style="text-align: center;"><input type="text"/></td> </tr> </table>			SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS	<input type="text"/>		<input type="text"/>		<input type="text"/>
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS								
<input type="text"/>		<input type="text"/>		<input type="text"/>								
Leadership												
<p>Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?</p> <p style="margin-left: 40px;"><i>Have tried persuade on outside, thought I was qualified once I defined</i></p> <p>Answer 1: Can take risks and chances to achieve goals at work; also inspires others.</p> <p style="margin-left: 40px;"><i>I was in a pinch and needed the appropriate</i></p> <p>Notes: <i>calls to get the job done ②</i></p>												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input type="checkbox"/>										
Leadership												
<p>Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?</p> <p>Answer 2: Can take risks and chances to achieve goals at work; also inspires others.</p> <p>Notes:</p>												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <input type="checkbox"/>										
Leadership												
<p style="text-align: center;"><i>County's</i></p> <p>Question 3: How have you contributed to the company's strategies and policies?</p> <p style="margin-left: 40px;"><i>Try to make people follow set of rules</i></p> <p>Answer 3: Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.</p> <p style="margin-left: 40px;"><i>Inform new people the importance of their benefit time ①</i></p>												

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☒

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
	/	=

Customer Service Orientation

Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them? *Calm - determine the sort of what caused them to be dissatisfied*

Answer 1: *Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while been criticized.*

Notes: *- I reach out to ever I need to address the concern - reach compromise*

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** ☒

Customer Service Orientation

Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?

Notes: *No problem - Treat all the people the same*
(1) - All can be negative - positive

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☒

Customer Service Orientation

Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? *HAS A POLICY or Directive come down with which you disagreed. What did you do?*

Notes: *No policy's bother me - they are law*
Similar to meter cycle behavior

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☒

\$

TOTAL COMPETENCY AVERAGE POINTS			
SUM OF POINTS	/	TOTAL # OF QUESTIONS	= TOTAL AVERAGE POINTS
<div></div>	/	<div></div>	<div></div>
<u>Business Success</u> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p>Notes: When you know your right + someone is not educated and are wrong I want to educate them (I just argued about a product) I showed them that it could be else @ two</p> <p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <div style="border: 1px solid black; padding: 2px 5px;">2</div></p>			
<u>Business Success</u> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p>Notes: Units coworkers - working pretty good with - same task to get done - - sometimes lost of communication</p> <p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <div style="border: 1px solid black; padding: 2px 5px;">1</div></p>			
<u>Business Success</u> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p>Notes: - correlate it to the job - built by a well - no need to worry about point</p> <p>Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.</p> <p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <div style="border: 1px solid black; padding: 2px 5px;">1</div></p>			
TOTAL COMPETENCY AVERAGE POINTS			

4

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
[]	/ []	= []
<hr/>		
<u>Administrative/Clerical Support</u>		
<p>Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?</p> <p style="margin-left: 40px;"><i>JOB ALWAYS COME UP - ONE JOB IS MORE MAKE SURE WORK TIME IS SAFE BEFORE MOVING</i></p> <p>Notes: <i>Human Services - Security Desk (3)</i></p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input checked="" type="checkbox"/> Excellent=3 POINTS 3</p>		
<hr/>		
<u>Administrative/Clerical Support</u>		
<p>Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?</p> <p style="margin-left: 40px;"><i>Every winter - tools + materials pulled out for snow removal - have to borrow tools from dept room 2 to complete tasks</i></p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
<hr/>		
<u>Administrative/Clerical Support</u>		
<p>Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflects your strengths? Which tasks may require some development?</p> <p style="margin-left: 40px;"><i>Filing in for supervisor - making sure proper tasks, conduct, other staff to the best skills</i></p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input checked="" type="checkbox"/> Excellent=3 POINTS 3</p>		
<hr/>		
TOTAL COMPETENCY AVERAGE POINTS		
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
[]	/ []	= []
<hr/>		
<u>Required Experience</u>		

Question 1: This position requires 2 years of experience with work involving. How do you meet these qualifications?
inspection, cleaning, and general maintenance of offices, furniture and buildings.

Notes: General Maintenance of furniture (I was maintenance rep)

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 1

Required Experience

Question 2: What Knowledge or experience do you have with managerial responsibility completing Building Maintenance work or directing Building maintenance staff? -Running maintenance crew- any supervisors 6 yrs - Apartment mnt

Notes: (1)

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS 2

Required Experience

Question 3: How do you feel your experience qualifies you for this position?
-Running crew-
-I take lead when no one else does

Notes: (2)

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<u>1</u>	<u>1</u>	<u>1</u>

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

Crew Supervisor Building Services 2016

JOB TITLE

Kofi Kyermanteng

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
EXAMPLE: Write or type competency name.	Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
e.g. Organizational Skills	0.20	0.5	2.0	2.0	1.50	0.30
Required Education	0.00				0.00	0.00
Required Experience	0.20	2.0	2.0	1.0	1.67	0.33
Analytical	0.10	2.0	2.0	3.0	2.33	0.23
Teamwork	0.20	2.0	1.0	1.0	1.33	0.27
Leadership	0.10	1.0	2.0	1.0	1.33	0.13
Customer Service	0.20	1.0	1.0	1.0	1.00	0.20
Business Success	0.10	2.0	1.0	1.0	1.33	0.13
Administrative/ Clerical Support	0.10	2.0	1.0	1.0	1.33	0.13
					0.00	0.00
					0.00	0.00
					0.00	0.00

SUM OF PERCENTAGES

(the sum of all #'s in column B must equal 100%)

100%

TOTAL SCORE
(=sum of all #'s in column G)

1.43

ROBERT W. COMPTON

HIRING MANAGER'S NAME

If doing manually, round up to two decimal points - x.xx

HR-22

5/22/2008

KK

Interview Report

Page 1 of 8

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW & Engineering / B&C	
Position:	Crew Supervisor Building Services 2016	
Applicant:	Kofi Kyemanteng	
Interviewer (print & sign):	Robert Gough x [Signature]	
Date:	3/22/16	
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="margin-left: 40px;">We learn from mistake - 1st Admit, Consult to Scott</p> <p>Answer 1: Has the character to admit mistakes. Also clarify-Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p style="margin-left: 40px;">Correct in the future</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="margin-left: 40px;">- Prevent accident</p> <p style="margin-left: 40px;">- 2nd determine how to get job done</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p style="margin-left: 40px;">- Make sure customer is happy</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p style="margin-left: 40px;">Perfect - All great in knowledge & experience</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p> <p style="margin-left: 40px;">is knowing</p>		

KK

Interview Report

Page 2 of 8

Notes:								
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input checked="" type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">3</div>						
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SUM OF POINTS</td> <td style="text-align: center; padding: 5px;">TOTAL # OF QUESTIONS</td> <td style="text-align: center; padding: 5px;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> </tr> </table>			SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS						
<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>						
<u>Teamwork</u> <p>Question 1: How would you persuade people of the importance of cooperation in today's workplace?</p> <p style="margin-left: 40px;"><i>Sit down and talk explain what our goal is. (Talking goes a long way)</i></p> <p>Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.</p> <p>Notes:</p>								
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">2</div>						
<u>Teamwork</u> <p>Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?</p> <p style="margin-left: 40px;"><i>Many times -- You can't do explain to some body in and I will help you</i></p> <p>Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.</p> <p>Notes:</p>								
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">1</div>						
<u>Teamwork</u> <p>Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?</p> <p style="margin-left: 40px;"><i>Still do work - I am not going to argue</i></p> <p>Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.</p>								

tell superior after

Interview Report

Page 3 of 8

Notes:								
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">1</div>						
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SUM OF POINTS</td> <td style="text-align: center; padding: 5px;">TOTAL # OF QUESTIONS</td> <td style="text-align: center; padding: 5px;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto;"></div></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto;"></div></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto;"></div></td> </tr> </table>			SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS	<div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto;"></div>
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS						
<div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 60px; height: 25px; margin: 0 auto;"></div>						
<u>Leadership</u>								
<p>Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?</p> <p style="font-size: 1.2em; margin-left: 40px;"><i>I Always Ask for Ideas - I will</i></p> <p>Answer 1: Can take risks and chances to achieve goals at work; also inspires others.</p> <p style="font-size: 1.2em; margin-left: 40px;"><i>So then mind if needed. Not Afraid</i></p> <p>Notes:</p>								
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">1</div>						
<u>Leadership</u>								
<p>Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?</p> <p>Answer 2: Can take risks and chances to achieve goals at work; also inspires others.</p> <p>Notes:</p>								
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">2</div>						
<u>Leadership</u>								
<p>Question 3: How have you contributed to the company strategies and policies?</p> <p style="font-size: 1.2em; margin-left: 40px;"><i>Conty</i></p> <p style="font-size: 1.2em; margin-left: 40px;"><i>helps an est to be filled</i></p> <p>Answer 3: Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.</p>								

Interview Report

Page 4 of 8

Notes:	
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3	POINTS <input type="text"/>
TOTAL COMPETENCY AVERAGE POINTS	
SUM OF POINTS <input type="text"/>	TOTAL # OF QUESTIONS <input type="text"/> = TOTAL AVERAGE POINTS <input type="text"/>
<u>Customer Service Orientation</u>	
<p>Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?</p> <p><i>willing to do anything even if it's appreciated.</i></p> <p>Answer 1: Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while being criticized.</p> <p><i>- went into detail.</i></p> <p>Notes:</p>	
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3	POINTS <input type="text"/>
<u>Customer Service Orientation</u>	
<p>Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?</p> <p><i>- Always make sure I capitalized a first</i></p> <p>Notes:</p>	
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3	POINTS <input type="text"/>
<u>Customer Service Orientation</u>	
<p>Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? HAS A POLICY OR Directive come down with which you disagreed. What did you do?</p> <p>Notes: <i>The only issue I have is requested if so be explained.</i></p>	
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3	POINTS <input type="text"/>

KIC

Interview Report

Page 5 of 8

TOTAL COMPETENCY AVERAGE POINTS			
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS	
<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 60px; height: 20px; margin: 0 auto;"></div>	
<p><u>Business Success</u></p> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p style="margin-left: 40px;"><i>I just explain to my supervisor what I am doing so he knows what I am doing what he says goes - but just want to inform him</i></p> <p>Notes:</p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">2</div>
<p><u>Business Success</u></p> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p style="margin-left: 40px;"><i>I am fine with everyone - no problems with anyone. (Teamwork)</i></p> <p>Notes:</p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">1</div>
<p><u>Business Success</u></p> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p style="margin-left: 40px;"><i>Make sure the way I solve the problem that none gets affected</i></p> <p>Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.</p> <p>Notes:</p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">1</div>
TOTAL COMPETENCY AVERAGE POINTS			

KIC

Interview Report

Page 6 of 8

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/	<input type="text"/>
<hr/>		
Administrative/Clerical Support		
<p>Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?</p> <p>Notes: <i>This is the norm happens all time stop what I am doing satisfy the total load of task.</i></p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="2"/></p>		
<hr/>		
Administrative/Clerical Support		
<p>Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?</p> <p>Notes: <i>GO TO TRAMES if needed - Go to other body find another way to address.</i></p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="1"/></p>		
<hr/>		
Administrative/Clerical Support		
<p>Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflects your strengths? Which tasks may require some development?</p> <p>Notes: <i>I support Scott & Lou and Eugene in the facility.</i></p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="1"/></p>		
<hr/>		
TOTAL COMPETENCY AVERAGE POINTS		
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/	<input type="text"/>
<hr/>		
Required Experience		

KK

Interview Report

Page 7 of 8

Question 1: This position requires 2 years of experience with work involving. How do you meet these qualifications?
inspection, cleaning, and general maintenance of office, furniture and buildings.

Notes: 9 yrs at BMW

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

Required Experience

Question 2: What ~~managerial responsibility~~ Knowledge or experience do you have with completing Building Maintenance work or directing Building maintenance staff?

Notes: 9 yrs of exp. as a fill in for supervisors as needed to ensure work completed.

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

Required Experience

Question 3: How do you feel your experience qualifies you for this position?
Scott Lee & Jimmy - One was the coffee

Notes: I can do this job

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☒ Excellent=3 **POINTS** 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<u>1</u>	<u>1</u>	<u>1</u>

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

126

Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

Crew Supervisor Building Services 2016

JOB TITLE


Frank Vetter

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form.	If doing manually, round up to two decimal points - x.xx		If doing manually, round up to two decimal points - x.xx		If doing manually, round up to two decimal points - x.xx
EXAMPLE: Write or type competency name.	0.20	0.5	2.0	2.0	1.50	0.30
e.g. Organizational Skills						
Required Education	0.00				0.00	0.00
Required Experience	0.20	1.0	1.0	1.0	1.00	0.20
Analytical	0.10	1.0	2.0	2.0	1.67	0.17
Teamwork	0.20	1.0	1.0	2.0	1.33	0.27
Leadership	0.10	2.0	2.0	1.0	1.67	0.17
Customer Service	0.20	1.0	1.0	1.0	1.00	0.20
Business Success	0.10	2.0	2.0	2.0	2.00	0.20
Administrative/ Clerical Support	0.10	2.0	1.0	1.0	1.33	0.13
					0.00	0.00
					0.00	0.00
					0.00	0.00
SUM OF PERCENTAGES	100%	TOTAL SCORE				1.33
(the sum of all #s in column B must equal 100%)						


 HIRING MANAGER'S NAME
 HR-22 Robert Compton

If doing manually, round up to two decimal points - x.xx

5/22/2008

Interview Report

Page 1 of 8

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW + Engineering / Bldg	
Position:	Crew Supervisor Building Services 2016	
Applicant:	Frank Votter	
Interviewer (print & sign):	Robert Copton / x RLC	
Date:		
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="margin-left: 40px;"><i>If trying something always later to</i></p> <p>Answer 1: Has the character to admit mistakes. Also clarify-Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p style="margin-left: 40px;"><i>knows recommitment</i></p> <p>Notes: <i>open minded</i></p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="1"/>		
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="margin-left: 40px;"><i>Review Scope of work - tools</i></p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p style="margin-left: 40px;"><i>make list get what I need Crompton team</i></p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="2"/>		
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p style="margin-left: 40px;"><i>all very professional - can communicate</i></p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p> <p style="margin-left: 40px;"><i>no concerns</i></p>		

Interview Report

Page 2 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS / TOTAL # OF QUESTIONS = TOTAL AVERAGE POINTS

/ =

Teamwork

Question 1: How would you persuade people of the importance of cooperation in today's workplace?

*Build a good relationship - dare not
take so much -*

Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.

*- Different people - different roles
Positive*

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 1

Teamwork

* Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?

Do not have to like

Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.

Just accept the task -

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

Teamwork

Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?

*Decide what tasks - split them up
manage*

Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.

Interaction was to cooperate

3/11/2016

Interview Report

Page 3 of 8

Notes:												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; display: inline-block; width: 30px; height: 30px; text-align: center; line-height: 30px;">2</div>										
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SUM OF POINTS</td> <td style="text-align: center; padding: 5px;">/</td> <td style="text-align: center; padding: 5px;">TOTAL # OF QUESTIONS</td> <td style="text-align: center; padding: 5px;">=</td> <td style="text-align: center; padding: 5px;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center; border: 1px solid black; width: 50px; height: 25px;"></td> <td></td> <td style="text-align: center; border: 1px solid black; width: 50px; height: 25px;"></td> <td></td> <td style="text-align: center; border: 1px solid black; width: 50px; height: 25px;"></td> </tr> </table>			SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS					
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS								
<u>Leadership</u> <p>Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?</p> <p style="font-size: 1.2em; margin-left: 40px;">If is gay to create danger I will stop</p> <p>Answer 1: Can take risks and chances to achieve goals at work; also inspires others.</p> <p style="font-size: 1.2em; margin-left: 40px;">Safely as cleaning or using a machine</p> <p>Notes: With personal experience</p>												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; display: inline-block; width: 30px; height: 30px; text-align: center; line-height: 30px;">2</div>										
<u>Leadership</u> <p>Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?</p> <p style="text-align: center; font-size: 2em; margin-top: 20px;">(Handwritten signature)</p> <p>Answer 2: Can take risks and chances to achieve goals at work; also inspires others.</p> <p>Notes:</p>												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; display: inline-block; width: 30px; height: 30px;"></div>										
<u>Leadership</u> <p>Question 3: How have you contributed to the company strategies and policies?</p> <p style="font-size: 1.2em; margin-left: 40px;">I will do what I can talk but I find a better way & share with</p> <p>Answer 3: Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.</p> <p style="font-size: 1.2em; margin-left: 40px;">then to see if they will change.</p>												

Interview Report

Page 4 of 8

Notes:													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">1</div>										
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SUM OF POINTS</td> <td style="text-align: center; padding: 5px;">/</td> <td style="text-align: center; padding: 5px;">TOTAL # OF QUESTIONS</td> <td style="text-align: center; padding: 5px;">=</td> <td style="text-align: center; padding: 5px;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center; border: 1px solid black; width: 50px; height: 30px;"></td> <td></td> <td style="text-align: center; border: 1px solid black; width: 50px; height: 30px;"></td> <td></td> <td style="text-align: center; border: 1px solid black; width: 50px; height: 30px;"></td> </tr> </table>				SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS					
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS									
Customer Service Orientation													
<p>Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?</p> <p style="margin-left: 40px;"><i>Determine the problem</i> <i>- tactfully correct the problem</i></p> <p>Answer 1: Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while been criticized.</p> <p>Notes: <i>Happy as in</i></p>													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">1</div>										
Customer Service Orientation													
<p>Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?</p> <p style="margin-left: 40px;"><i>No one makes requests</i> <i>that are ridiculous - NO issue anyone can</i> <i>comprehend.</i></p> <p>Notes:</p>													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">1</div>										
Customer Service Orientation													
<p>Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do?</p> <p style="margin-left: 40px;"><i>Has a Policy or Directive</i> <i>come down with which you disagreed. What did you do?</i></p> <p>Notes: <i>Policy change is what it is, you can't go back</i> <i>perhaps go with it</i></p>													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">1</div>										

Interview Report

Page 5 of 8

✓

TOTAL COMPETENCY AVERAGE POINTS		
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input style="width: 50px; height: 20px;" type="text"/>	/ <input style="width: 50px; height: 20px;" type="text"/>	= <input style="width: 50px; height: 20px;" type="text"/>
<p><u>Business Success</u></p> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p style="margin-left: 40px;">→ <i>Abstos - safety concern</i></p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
<p><u>Business Success</u></p> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p style="margin-left: 40px;"><i>Always good & be cordial & helpful</i></p> <p style="margin-left: 40px;"><i>-Mike Gorman (ista)</i></p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
<p><u>Business Success</u></p> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p style="margin-left: 40px;"><i>look at job site, review scope</i></p> <p style="margin-left: 40px;"><i>make sure you can do the job.</i></p> <p>Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 2</p>		
<p style="text-align: center;">TOTAL COMPETENCY AVERAGE POINTS</p>		

Interview Report

Page 6 of 8

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>
<u>Administrative/Clerical Support</u>		
<p>Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?</p> <p><i>Stop what your doing - security tools new work zone</i> <i>take care of additional priority task.</i></p> <p>Notes: _____</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="2"/></p>		
<u>Administrative/Clerical Support</u>		
<p>Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?</p> <p><i>→ you should start something if you can't finish it.</i></p> <p>Notes: _____</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="1"/></p>		
<u>Administrative/Clerical Support</u>		
<p>Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflects your strengths? Which tasks may require some development?</p> <p><i>Support Mike, mainly cleaning up</i> <i>maile - really good at clearing</i></p> <p>Notes: _____</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="1"/></p>		
TOTAL COMPETENCY AVERAGE POINTS		
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>
<u>Required Experience</u>		

Interview Report

Page 7 of 8

Question 1: This position requires 2 years of experience with work involving inspection, cleaning, and general maintenance of pipes, fixtures and buildings. How do you meet these qualifications?

Notes: 5 yrs exp. as Bulb Sv -
bridge we took care of

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

Required Experience

Question 2: What knowledge or experience do you have with completing Building Maintenance work or directing Building Maintenance staff? 5 yrs
- Yes during last of supervisor

Notes: - Yes during last of supervisor

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

Required Experience

Question 3: How do you feel your experience qualifies you for this position?

Notes: Confidence to communicate people to
get the job done

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

Crew Supervisor Building Services 2016

JOB TITLE

APPLICANT'S NAME

GABRIELLE MERRICH

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
EXAMPLE: Write or type competency name.	Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
e.g. Organizational Skills	0.20	0.5	2.0	2.0	1.50	0.30
Required Education	0.00				0.00	0.00
Required Experience	0.20	2.0	2.0	1.0	1.67	0.33
Analytical	0.10	1.0	1.0	1.0	1.00	0.10
Teamwork	0.20	0.0	1.0	1.0	0.67	0.13
Leadership	0.10	3.0	2.0	1.0	2.00	0.20
Customer Service	0.20	1.0	1.0	2.0	1.33	0.27
Business Success	0.10	1.0	1.0	1.0	1.00	0.10
Administrative/ Clerical Support	0.10	2.0	2.0	1.0	1.67	0.17
					0.00	0.00
					0.00	0.00
					0.00	0.00

SUM OF PERCENTAGES
 (the sum of all #s in column B must equal 100%)

100%

TOTAL SCORE
 (=sum of all #s in column G)

1.30

HIRING MANAGER'S NAME

ROBERT W. COY PTON

If doing manually, round up to two decimal points - x.xx

HR-22

5/22/2008

76

Interview Report

Page 1 of 8

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW & Engineering / B-6	
Position:	Crew Supervisor Building Services 2016	
Applicant:	GABRIELLE MURCH	
Interviewer (print & sign):	Robert Conner / x Robert W. C.	
Date:		
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="margin-left: 40px;">Bridge Problem - NOT TO PARK CARS</p> <p>Answer 1: Has the character to admit mistakes. Also clarify - Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p style="margin-left: 40px;">- GOING OFF - Shared spots - said inappropriate</p> <p>Notes: - Now MUCH more thought process.</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div>
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="margin-left: 40px;">- Short staff</p> <p style="margin-left: 40px;">- Speed process - Changes during</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div>
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p style="margin-left: 40px;">Communication is key - Working funds</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p>		

Interview Report

Page 2 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Teamwork

Question 1: How would you persuade people of the importance of cooperation in today's workplace? *come lets get it done.*

Answer 1: *Realizes that a positive balanced, cooperative work force is vitally important for success in business today.*

Notes:

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**

Teamwork

Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience? *never ft alone with anyone - got job done*

Answer 2: *Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.*

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**

Teamwork

Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use? *Still do the work - I still have to*

Answer 3: *Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.*
set my job done - not happy but finished

Interview Report

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<div style="border: 1px solid black; width: 50px; height: 20px;"></div>	/ <div style="border: 1px solid black; width: 50px; height: 20px;"></div>	= <div style="border: 1px solid black; width: 50px; height: 20px;"></div>

Leadership

Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

Start travel agency

Answer 1: *Can take risks and chances to achieve goals at work; also inspires others.*

*- reworked
- learned english - computer system*

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☒ Excellent=3 POINTS 3

Leadership

Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

2

Answer 2: *Can take risks and chances to achieve goals at work; also inspires others.*

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Leadership

Question 3: How have you contributed to the company strategies and policies?

Designed emergency steps - for Rock

Answer 3: *Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.*

*- I walked thru MP w/ her
- through shop*

Interview Report

Page 4 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="checkbox"/>	/ <input type="checkbox"/>	= <input type="checkbox"/>

Customer Service Orientation

Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?

- Husband / wife domestic republic
- weird lawsuit

Answer 1: Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while being criticized.

- Blaming me for my mistakes
- Apologized

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

Customer Service Orientation

Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?

EASY - listen to the customer they are asking -

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

Customer Service Orientation

Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? Was a Policy or Directive come down with which you disagreed. What did you do?

Notes: *Most of the time everything is thought out -* *new hand*

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 2

Interview Report

Page 5 of 8

CPS

TOTAL COMPETENCY AVERAGE POINTS			
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=
<input style="width: 50px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
<p><u>Business Success</u></p> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p style="margin-left: 40px;"><i>Asst. pros & cons -</i></p> <p>Notes:</p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <input style="width: 30px;" type="text" value="1"/>
<p><u>Business Success</u></p> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p style="margin-left: 40px;"><i>Explained to election of work and</i></p> <p>Notes:</p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <input style="width: 30px;" type="text" value="1"/>
<p><u>Business Success</u></p> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p style="margin-left: 40px;"><i>pros & cons to make decision</i></p> <p>Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experiences to bring about a successful conclusion.</p> <p>Notes:</p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <input style="width: 30px;" type="text" value="1"/>
TOTAL COMPETENCY AVERAGE POINTS			

Interview Report

G

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS

Administrative/Clerical Support

Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?

Notes:

Chris / Tans out

- I had to do 2 bus logs
- tracey - from the office

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS ☒ 2

Administrative/Clerical Support

Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?

Notes:

Reday old 911 - Clean up after questions
to prepare

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS ☒ 2

Administrative/Clerical Support

Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflect your strengths? Which tasks may require some development?

Notes:

Supply the supplies to anyone

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS ☐ 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS

Required Experience

Interview Report

Page 7 of 8

f

Question 1: This position requires 2 years of experience with work involving How do you meet these qualifications?
inspection, cleaning, and general maintenance of Police, Fire, and
and buildings. 4 yrs + in that capacity

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

Required Experience

Question 2: What Knowledge or experience do you have with managerial responsibility do you have?
completing Building Maintenance work on district Building
maintenance staff? - Current duties.

Notes:

James, Buck

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

Required Experience

Question 3: How do you feel your experience qualifies you for this position?

new on smile

Notes:

in own
P take a
party & bring
it to better standards

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

Crew Supervisor Building Services 2016

Wade Cahoon

JOB TITLE

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
EXAMPLE: Write or type competency name.	Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
e.g. Organizational Skills	0.20	0.5	2.0	2.0	1.50	0.30
Required Education	0.00				0.00	0.00
Required Experience	0.20	1.0	1.0	2.0	1.33	0.27
Analytical	0.10	1.0	2.0	1.0	1.33	0.13
Teamwork	0.20	1.0	1.0	1.0	1.00	0.20
Leadership	0.10	2.0	2.0	2.0	2.00	0.20
Customer Service	0.20	1.0	1.0	1.0	1.00	0.20
Business Success	0.10	1.0	1.0	1.0	1.00	0.10
Administrative/ Clerical Support	0.10	1.0	1.0	2.0	1.33	0.13
					0.00	0.00
					0.00	0.00
					0.00	0.00
SUM OF PERCENTAGES (the sum of all #s in column B must equal 100%)	100%				TOTAL SCORE (=sum of all #s in column G)	1.23

If doing manually, round up to two decimal points - x.xx

HIRING MANAGER'S NAME

HR-22

5/22/2008

WC

Interview Report

Page 1 of 8

WC

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW & Engineering / B&C	
Position:	Crew Supervisor Building Services 2016	
Applicant:	WADE CARTER	
Interviewer (print & sign):	Robert W. Carter / x Robert W. Compton	
Date:		
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="margin-left: 40px;">Accept they was wrong & correct it.</p> <p>Answer 1: Has the character to admit mistakes. Also clarify-Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input checked="" type="checkbox"/>		
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="margin-left: 40px;">Recycling 480 VOLT PANEL - Detailed Diagram of what needed</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p style="text-align: right; margin-right: 50px;">John Doe</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input checked="" type="checkbox"/>		
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p style="margin-left: 40px;">- How Communication - Proper Scheduling</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p>		

Interview Report

Page 2 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="checkbox"/>	/ <input type="checkbox"/>	= <input type="checkbox"/>

Teamwork

Question 1: How would you persuade people of the importance of cooperation in today's workplace?

Strategically promise and make people feel more important - do not put people down.

Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐

Teamwork

Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?

Went out on knee - Manager knew employee tried in end

Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐

Teamwork

Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?

Did my work - made sure I communicated

Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, as emphasizes the mutual advantage of cooperation.

Kept others stable in the loop

3/11/2016

Interview Report

Page 3 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS

Leadership

Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

Been over my head & stayed with gut and did well.

Answer 1: Can take risks and chances to achieve goals at work; also inspires others.

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

Leadership

~~Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?~~

~~Answer 2: Can take risks and chances to achieve goals at work; also inspires others.~~

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

Leadership

Question 3: How have you contributed to the company strategies and policies?

Are Flash - skills from the flash - new schooling

Answer 3: Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.

Interview Report

Page 4 of 8

30

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 2

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Customer Service Orientation

Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?

Spin look at it from the perspective

Answer 1: Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while been criticized.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

Customer Service Orientation

Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?

Mind Public Eye 24x7 need to shine

Notes: *for County Benefits, People & Engage*

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

Customer Service Orientation

Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? *HAS A Policy or Directive come down with which you disagreed. What did you do?*

Notes: ** Dicks spending good. doing break - know for for the future.*

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

Interview Report

Page 5 of 8

J
3

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Business Success

Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?

Safety comes first / County Interests

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**

Business Success

Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?

Really good - My people respect me.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**

Business Success

Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?

*Taking time - what it is & what is needed
necessary, tools to*

Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS**

TOTAL COMPETENCY AVERAGE POINTS

Interview Report

Page 6 of 8

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>
<hr/>		
<u>Administrative/Clerical Support</u>		
<p>Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?</p> <p style="margin-left: 40px;">- Sent out and pulled off for an emergency.</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text"/></p>		
<hr/>		
<u>Administrative/Clerical Support</u>		
<p>Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?</p> <p style="margin-left: 40px;">- Change in numbers - not enough - keep it legal & do it with authority</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text"/></p>		
<hr/>		
<u>Administrative/Clerical Support</u>		
<p>Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflects your strengths? Which tasks may require some development?</p> <p style="margin-left: 40px;">Answer - Supervisory (Technical Skills) provide knowledge without putting down superiors</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text"/></p>		
<hr/>		
TOTAL COMPETENCY AVERAGE POINTS		
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>
<hr/>		
<u>Required Experience</u>		

Interview Report

Page 7 of 8

Question 1: This position requires 2 years of experience with work involving. How do you meet these qualifications?
inspection, cleaning, and general maintenance of offices, furniture and buildings.

Notes: Outside world - cleaning up - (PSEGA) clear up at

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

Required Experience

Question 2: What knowledge or experience do you have with managerial responsibility or do you have?
completing Building Maintenance work or directing Building Maintenance staff?

Notes: leaky pipe clean it off. try to problem solve

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

Required Experience

Question 3: How do you feel your experience qualifies you for this position?
Years of construction / working with construction

Notes: etc. Carpentry, masonry etc.

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** 2

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

J
3

WADE CAHOON

Professional Summary

Meticulous Electrician, excellent at juggling multiple tasks and working under pressure. Broad industry experience including diagnosis, repair, and installation in both residential and commercial environments. Strong managerial, time-management and communication skills.

Qualifications

- Superior troubleshooting skills
- Test equipment operation
- Sub-panel installation
- Diagnostic testing
- Commercial and industrial electrician
- Welding
- Excellent written and verbal communication skills
- AC/DC power and control systems
- Electro-mechanical proficiency
- NEC codes and codebook
- Digital circuitry
- Branch circuit wiring
- Journey-level background
- Efficient

Experience

Electrician

Monmouth County Building & Grounds

11/2013 to 03/2016

Freehold, NJ

Manage, develop, and organize various projects. Collaborate with colleagues to exchange information and complete necessary projects in a timely manner. Testing, repairing, and installation of lighting, power, and distribution. Installation and maintenance of heating, cooling, lighting, and power circuits. Preventive maintenance on new and old constructions. Work on projects, which provide value to the department.

Journeyman Electrical Foreman

IBEW Local 400

06/1998 to 10/2014

Wall Township, NJ

Responsible for all aspects of commercial and industrial work. Managed, developed, and organized various projects. Troubleshooted electrical/electronic control circuits. Working knowledge of transmission lines, substations, and transformers. High voltage testing and troubleshooting. Repair and retrofit breakers, current limiting devices, and controls. Continued internal education, training and certifications to stay ahead of an evolving industry landscape, learned new product releases, and increased value to the company and the client base. Quoted prices, credit terms and other bid specifications.

Electrical Foreman

Aggressive Mechanical

09/1993 to 06/1998

Neptune City, NJ

Responsible for both residential and commercial work. Oversaw various jobs, coordinated crews, and ordered necessary materials. Troubleshooted repetitive service problems. H.V.A.C.R. installations and service. Answered customers' questions about products, prices, availability, and product uses. Prepared sales contracts for orders obtained, and submitted orders for processing.

Education

Electrician

J.A.T.C. Program

2003

Wall Township, NJ

High School Diploma

Freehold Township High School

1989

Freehold, NJ

Electrician

Monmouth County Vocational

1989

Freehold, NJ

Certifications

- Air- Conditioning & Refrigeration Institute for E.P.A.
- Honeywell Source for Gas Ignition
- Honeywell Powerpro Controls
- OSHA 30
- Lull Certification
- Refrigeration & Air-conditioning Technician Type 2
- Commercial Driving License

Crew Supervisor Building Services 2016

Luther Graham

JOB TITLE

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
	Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
EXAMPLE: Write or type competency name.	0.20	0.5	2.0	2.0	1.50	0.30
e.g. Organizational Skills						
Required Education	0.00				0.00	0.00
Required Experience	0.20	0.0	1.0	1.0	0.67	0.13
Analytical	0.10	1.0	1.0	2.0	1.33	0.13
Teamwork	0.20	1.0	1.0	1.0	1.00	0.20
Leadership	0.10	1.0	2.0	1.0	1.33	0.13
Customer Service	0.20	1.0	1.0	1.0	1.00	0.20
Business Success	0.10	1.0	1.0	1.0	1.00	0.10
Administrative/ Clerical Support	0.10	1.0	1.0	1.0	1.00	0.10
					0.00	0.00
					0.00	0.00
					0.00	0.00
SUM OF PERCENTAGES (the sum of all #s in column B must equal 100%)	100%				TOTAL SCORE (=sum of all #s in column G)	1.00

ROBERT CIVILIAN

HIRING MANAGER'S NAME

HR-22

5/22/2008

LC

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW + Engineering / B & C	
Position:	Crew Supervisor Building Services 2016	
Applicant:	LUTHER GRAHAM	
Interviewer (print & sign):	ROBERT COMPTON / x Robert Compton	
Date:		
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="margin-left: 40px;">Review - learn from the review</p> <p>Answer 1: Has the character to admit mistakes. Also clarify - Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p style="margin-left: 40px;">Doctor to license - protect ability</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="checkbox"/>		
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="margin-left: 40px;">Review - study - QUALIFICATIONS of what I expect / work code pattern</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p style="margin-left: 40px;">duties - rough draft a paper -</p> <p>Notes:</p>		
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="checkbox"/>		
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p> <p style="margin-left: 40px;">Against micro margin - did not like the part, currently improving - Micro margin - Employees are Micro margin</p>		

Interview Report

Page 2 of 8

Notes: honest - shared concerns

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS 2

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
	1	

Teamwork

Question 1: How would you persuade ^{coworkers} people of the importance of cooperation in today's workplace?
- valued people background -

Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.
- with that being said take care
- Harmonies work environment

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 1

Teamwork

Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?
but also with everyone - not comfortable person - I walk away and then go back at

Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.

Notes: then. Get Along - shook hands

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 1

Teamwork

Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?
Provide them structure + time. need to allow to work independ

Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.
approach and then

Interview Report

Page 3 of 8

Notes:													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">1</div>										
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SUM OF POINTS</td> <td style="text-align: center; padding: 5px;">/</td> <td style="text-align: center; padding: 5px;">TOTAL # OF QUESTIONS</td> <td style="text-align: center; padding: 5px;">=</td> <td style="text-align: center; padding: 5px;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center; border: 1px solid black; width: 50px; height: 20px;"></td> <td></td> <td style="text-align: center; border: 1px solid black; width: 50px; height: 20px;"></td> <td></td> <td style="text-align: center; border: 1px solid black; width: 50px; height: 20px;"></td> </tr> </table>				SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS					
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS									
Leadership													
<p>Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?</p> <p style="margin-left: 40px;"><i>-Book person - really be familiar.</i></p> <p>Answer 1: Can take risks and chances to achieve goals at work; also inspires others.</p> <p style="margin-left: 40px;"><i>educate myself prior.</i></p> <p>Notes: Does Responder PRB</p>													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">1</div>										
Leadership													
<p>Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?</p> <p>Answer 2: Can take risks and chances to achieve goals at work; also inspires others.</p> <p>Notes:</p>													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;"></div>										
Leadership													
<p>Question 3: How have you contributed to the company's strategies and policies?</p> <p style="margin-left: 40px;"><i>County</i></p> <p style="margin-left: 40px;"><i>Policy Person (Policy & Procedure) try to follow</i></p> <p>Answer 3: Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.</p> <p style="margin-left: 40px;"><i>to the best of my ability. Premium Position to enforce policy</i></p> <p style="text-align: right; margin-right: 50px;">(NOT TRUE Refuses to follow)</p>													

3/11/2016

Interview Report

Page 4 of 8

Notes:	
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3	POINTS <input type="checkbox"/>
TOTAL COMPETENCY AVERAGE POINTS	
SUM OF POINTS <input type="checkbox"/>	TOTAL # OF QUESTIONS <input type="checkbox"/> = TOTAL AVERAGE POINTS <input type="checkbox"/>
<u>Customer Service Orientation</u>	
<p>Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?</p> <p><i>- Determine the problem</i> <i>- Could be legitimate then I address</i></p> <p>Answer 1: <i>Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while been criticized.</i></p> <p>Notes: <i>Harmonize with Employee</i> <i>seek further what can be done to make the happy</i></p>	
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3	POINTS <input type="checkbox"/>
<u>Customer Service Orientation</u>	
<p>Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?</p> <p>Notes: <i>I was a contractor and auditor for the County - Delt with them in and out of the County and report to directors.</i></p>	
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3	POINTS <input type="checkbox"/>
<u>Customer Service Orientation</u>	
<p>Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do?</p> <p><i>HAS a Policy or Directive come down with which you disagreed. What did you do?</i></p> <p>Notes: <i>Key word - Policy is well thought - need to be reviewed prior to agency. - I was close - Need to Review</i></p>	
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3	POINTS <input type="checkbox"/>

Interview Report

Page 5 of 8

TOTAL COMPETENCY AVERAGE POINTS			
SUM OF POINTS	/	TOTAL # OF QUESTIONS	= TOTAL AVERAGE POINTS
<input style="width: 50px;" type="text"/>	/	<input style="width: 50px;" type="text"/>	= <input style="width: 50px;" type="text"/>
<p><u>Business Success</u></p> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p style="margin-left: 150px;"><i>Justice - treaty people correctly - If one is not respected. Do not give up.</i></p> <p>Notes:</p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <input style="width: 30px;" type="text"/>
<p><u>Business Success</u></p> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p style="margin-left: 150px;"><i>Units work with carpenters / Painter Coordinate (Harmonious working relationship).</i></p> <p>Notes:</p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <input style="width: 30px;" type="text"/>
<p><u>Business Success</u></p> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p style="margin-left: 150px;"><i>Code - Main requirements - Must follow code</i></p> <p>Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.</p> <p style="margin-left: 150px;"><i>Bible of electrical & Carpentry.</i></p> <p>Notes:</p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <input style="width: 30px;" type="text"/>
TOTAL COMPETENCY AVERAGE POINTS			

Interview Report

Page 6 of 8

LG

SUM OF POINTS / TOTAL # OF QUESTIONS = TOTAL AVERAGE POINTS

/ =

Administrative/Clerical Support

Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?

Address the priority - life safety is first -
Notes: - 2nd priority renovation etc.

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Administrative/Clerical Support

Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?

Forces you to go to what you did in the past prior to technology. Use tools from the past

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Administrative/Clerical Support

Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflects your strengths? Which tasks may require some development?

Troubleshoot for coworker - mathematical problems, communicate in person best strength

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS / TOTAL # OF QUESTIONS = TOTAL AVERAGE POINTS

/ =

Required Experience

Interview Report

Page 7 of 8

97

Question 1: This position requires 2 years of experience with work involving. How do you meet these qualifications?

Inspection, cleaning, and general maintenance of offices, furniture and buildings.

Notes: - yrs ago cleaning company - prior to college (College experience)
- I know how to clean & dust. All don't have common.

Clean
Fant
Normal
1-2 yrs

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 0

Required Experience

Question 2: What Knowledge or experience do you have with completing Building Maintenance work or directing Building maintenance staff? Previous Director of own company

Notes:

my job to ensure bldg was up to par vacu clean

60 people
500 sq ft
20 people

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

Required Experience

Question 3: How do you feel your experience qualifies you for this position?

- Communicate

Notes:

- Ability to Communicate
- Bad language

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

LG-7

JOB TITLE
 Crew Supervisor Building Services 2016

APPLICANT'S NAME
 Charles Longo

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
EXAMPLE: Write or type competency name.	Write or type in decimal format - .xx	Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
e.g. Organizational Skills	0.20	0.5	2.0	2.0	1.50	0.30
Required Education	0.00				0.00	0.00
Required Experience	0.20	1.0	0.0	1.0	0.67	0.13
Analytical	0.10	1.0	1.0	1.0	1.00	0.10
Teamwork	0.20	1.0	1.0	1.0	1.00	0.20
Leadership	0.10	2.0	2.0	1.0	1.67	0.17
Customer Service	0.20	1.0	1.0	1.0	1.00	0.20
Business Success	0.10	1.0	2.0	1.0	1.33	0.13
Administrative/ Clerical Support	0.10	1.0	1.0	2.0	1.33	0.13
					0.00	0.00
					0.00	0.00
					0.00	0.00

SUM OF PERCENTAGES
 (the sum of all #s in column B must equal 100%)

TOTAL SCORE
 (=sum of all #s in column G)

HIRING MANAGER'S NAME
 Robert Longo

Robert Longo

HR-22

5/22/2008

CL

Interview Report

Page 1 of 8

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW & Engineering / B&C	
Position:	Crew Supervisor Building Services 2016	
Applicant:	Charles Longo	
Interviewer (print & sign):	[Signature] 1 x Robert Conyette	
Date:		
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="font-size: 1.2em;">Demo - Different perspective, chose supply</p> <p>Answer 1: Has the character to admit mistakes. Also clarify-Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 1</p>		
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="font-size: 1.2em;">Try to figure out duration Trades</p> <p style="font-size: 1.2em;">align everyone up. (Flow Chart)</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 1</p>		
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p style="font-size: 1.2em;">lack of connect - left alone w/ it</p> <p style="font-size: 1.2em;">know what</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p>		

Interview Report

Page 2 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☒

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Teamwork

Question 1: How would you persuade people of the importance of cooperation in today's workplace?

*Make sure everyone is happy
how can we do it better
- opinion*

Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☒

Teamwork

Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?

*Set up next day miscommunication
- had to redo it.*

Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 **POINTS** ☒

Teamwork

Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?

Do your best, focus, get job done

Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.

Get along

Interview Report

Page 3 of 8

Notes:												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">1</div>										
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SUM OF POINTS</td> <td style="text-align: center; padding: 5px;">/</td> <td style="text-align: center; padding: 5px;">TOTAL # OF QUESTIONS</td> <td style="text-align: center; padding: 5px;">=</td> <td style="text-align: center; padding: 5px;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> </tr> </table>			SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS								
<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>								
<u>Leadership</u> Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task? <div style="text-align: center; font-family: cursive; font-size: 1.2em;">* Recently - completed electrical wire up</div> Answer 1: Can take risks and chances to achieve goals at work; also inspires others. <div style="text-align: center; font-family: cursive; font-size: 1.2em;">light fixtures at DBS</div> Notes:												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">2</div>										
<u>Leadership</u> <div style="position: relative; height: 100px;"> <div style="position: absolute; left: -50px; top: 50%; transform: translateY(-50%); font-size: 3em;">2</div> <div style="position: absolute; left: 10px; top: 10px;"> Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task? Answer 2: Can take risks and chances to achieve goals at work; also inspires others. Notes: </div> </div>												
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div>										
<u>Leadership</u> Question 3: How have you contributed to the company strategies and policies? <div style="text-align: center; font-family: cursive; font-size: 1.2em;">Keep positive attitude - when contractors require</div> Answer 3: Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.												

Interview Report

Page 4 of 8

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 ☐ POINTS ☐

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Customer Service Orientation

Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?

Try not to be negative - do not feed into

Answer 1: Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while been criticized.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 ☐ POINTS ☐

Customer Service Orientation

Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?

Fine with working with customers clients -
- Express with problems.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 ☐ POINTS ☐

Customer Service Orientation

Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? Has a Policy or Directive come down with which you disagreed. What did you do?

Notes: Uniforms - I would rather t-shirts - but follow

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 ☐ POINTS ☐

Interview Report

Page 5 of 8

CJ

TOTAL COMPETENCY AVERAGE POINTS

SUM OF
POINTSTOTAL # OF
QUESTIONSTOTAL AVERAGE
POINTS

/

=

Business Success

Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?

say is it going to help anyone when it
Notes: is going to affect you. (UNION ISSUES)

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3

POINTS
Business Success

Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?

Truly BG. Very Good - very positive - talk to each other
Notes: Other 2

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3

POINTS
Business Success

Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?

Damage Control - communicate proper info.

Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3

POINTS

TOTAL COMPETENCY AVERAGE POINTS

Interview Report

Page 6 of 8

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Administrative/Clerical Support

Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?

Notes: If room - security over daily awareness.

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Administrative/Clerical Support

Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?

Notes: Supplies - Door bucks had the theke are but we had to use and modify walls

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Administrative/Clerical Support

Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflects your strengths? Which tasks may require some development?

Notes: help each other out - coworkers & supervisors - organized skills, plan.

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☒ Very Good=2 ☐ Excellent=3 POINTS

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Required Experience

Interview Report

Page 7 of 8

C-1

<p>Question 1: This position requires <u>2</u> years of experience with <u>work involving inspection, cleaning, and general maintenance of offices, furniture and buildings.</u> How do you meet these qualifications?</p> <p>Notes: <u>Built furniture, clean strip floor commercial bldgs - maintenance</u></p>							
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="1"/></p>							
<p>Required Experience</p> <p>Question 2: ^{Knowledge or experience do you have with} What managerial responsibility did you have ^{completing Building Maintenance work or directing Building maintenance staff?}</p> <p>Notes: <u>- Within our crew - complete tasks</u></p>							
<p>Rating: <input checked="" type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="0"/></p>							
<p>Required Experience</p> <p>Question 3: How do you feel your experience qualifies you for this position?</p> <p>Notes: <u>Been with company for a few yrs & knowledge of Buildings.</u></p>							
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS <input type="text" value="1"/></p>							
<p>TOTAL COMPETENCY AVERAGE POINTS</p> <table style="margin: auto;"> <tr> <td>SUM OF POINTS</td> <td>TOTAL # OF QUESTIONS</td> <td>TOTAL AVERAGE POINTS</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>		SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
<p>Notes:</p>							
<p><input checked="" type="checkbox"/> I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.</p> <p><input checked="" type="checkbox"/> I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"</p> <p><input checked="" type="checkbox"/> I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.</p>							

Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

Crew Supervisor Building Services 2016

Craig Daniels

JOB TITLE

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A	B	C	D	E	F	G
Competency Name	Percentage of Importance	Question 1 Score	Question 2 Score	Question 3 Score	Applicant's Average Points without % of importance.	Applicant's Adjusted Score with % of importance.
EXAMPLE: Write or type competency name.	Write or type in decimal format - xx	Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx	If doing manually, round up to two decimal points - x.xx
e.g. Organizational Skills	0.20	0.5	2.0	2.0	1.50	0.30
Required Education	0.00				0.00	0.00
Required Experience	0.20	1.0	0.0	1.0	0.67	0.13
Analytical	0.10	0.0	1.0	1.0	0.67	0.07
Teamwork	0.20	1.0	1.0	0.0	0.67	0.13
Leadership	0.10	0.0	2.0	1.0	1.00	0.10
Customer Service	0.20	1.0	0.0	0.0	0.33	0.07
Business Success	0.10	0.0	0.0	0.0	0.00	0.00
Administrative/ Clerical Support	0.10	1.0	0.0	1.0	0.67	0.07
					0.00	0.00
					0.00	0.00
					0.00	0.00

SUM OF PERCENTAGES
(the sum of all #s in column B must equal 100%)

100%

TOTAL SCORE
(=sum of all #s in column G)

0.57

HIRING MANAGER'S NAME

HR-22 ROBERT COMPTON

If doing manually, round up to two decimal points - x.xx

5/22/2008

175

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW & Engineering / B&G	
Position:	Crew Supervisor Building Services 2016	
Applicant:	CLAY DAVIES	
Interviewer (print & sign):	Robert Compt / x [Signature]	
Date:		
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="margin-left: 40px;">Always be cautious of what you are doing and know the staff</p> <p>Answer 1: Has the character to admit mistakes. Also clarify-Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p>Notes:</p>		
<p>Rating: <input checked="" type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 0</p>		
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="margin-left: 40px;">- 50 kids fishing trip 2745 Already comm. sched. (have to prepare)</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p>Notes:</p>		
<p>Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3 POINTS 1</p>		
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p style="margin-left: 40px;">little to be a little more proactive</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p> <p style="margin-left: 40px;">need to recognize staff -</p>		

Interview Report

Page 2 of 8

CA

Notes:													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div>										
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SUM OF POINTS</td> <td style="text-align: center; padding: 5px;">/</td> <td style="text-align: center; padding: 5px;">TOTAL # OF QUESTIONS</td> <td style="text-align: center; padding: 5px;">=</td> <td style="text-align: center; padding: 5px;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 25px;"></div></td> <td></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 25px;"></div></td> <td></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 25px;"></div></td> </tr> </table>				SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS	<div style="border: 1px solid black; width: 50px; height: 25px;"></div>		<div style="border: 1px solid black; width: 50px; height: 25px;"></div>		<div style="border: 1px solid black; width: 50px; height: 25px;"></div>
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS									
<div style="border: 1px solid black; width: 50px; height: 25px;"></div>		<div style="border: 1px solid black; width: 50px; height: 25px;"></div>		<div style="border: 1px solid black; width: 50px; height: 25px;"></div>									
<u>Teamwork</u>													
<p>Question 1: How would you persuade ^{coworkers} people of the importance of cooperation in today's workplace?</p> <p style="margin-left: 150px;"><i>NOT Persuade make sure everyone on the same page</i></p> <p>Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.</p> <p>Notes:</p>													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div>										
<u>Teamwork</u>													
<p>Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?</p> <p style="margin-left: 150px;"><i>If you cant get along over the conflict</i></p> <p style="margin-left: 150px;"><i>- I have been in Management my entire life.</i></p> <p>Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.</p> <p>Notes:</p>													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div>										
<u>Teamwork</u>													
<p>Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?</p> <p style="margin-left: 150px;"><i>* Recent Chris - trying to force my hand - he was going to put his hands on me. I didn't sign up</i></p> <p>Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.</p> <p style="margin-left: 150px;"><i>and I called Scott & Jimmy I addressed.</i></p>													

Interview Report

Page 3 of 8

Notes:

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 0

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS TOTAL # OF QUESTIONS TOTAL AVERAGE POINTS
 / =

Leadership

Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

You should not do something that is not in your title. Put in a worker.
 Answer 1: Can take risks and chances to achieve goals at work; also inspires others.

Notes:

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 0

Leadership

Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

Answer 2: Can take risks and chances to achieve goals at work; also inspires others.

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 2

Leadership

Question 3: How have you contributed to the ^{County's} company strategies and policies?

Answer 3: Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.

*County Policy changed a lot - very long - stay straight
do your job*

3/11/2016

Interview Report

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Customer Service Orientation

Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them?

*Stay calm - don't agitate
- make them sit down & relax*

Answer 1: Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while being criticized.

*make sure you
are calm
or call if
needed.*

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Customer Service Orientation

Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?

*If you run business you in charge
you take person who is not doing
well the person not right way write things.*

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Customer Service Orientation

Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do?

*HAS A POLICY OR DIRECTIVE
come down with which you disagreed. What did you do?*

Notes: *lot Policy people don't understand - People take advice*

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

TOTAL COMPETENCY AVERAGE POINTS

SUM OF
POINTSTOTAL # OF
QUESTIONSTOTAL AVERAGE
POINTS/ = Business Success

Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?

Notes:

Person not doing straight thing if someone
got away with it I should have fought

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Business Success

Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?

Notes:

Everybody I work - no issues. I did Joe Volpes job. I trained Tom Coyle & Vince Norman. I built by myself.

Rating: ☒ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Business Success

Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?

Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.

Notes:

→ Get it to Rich right person.
Get along.
→ Just do it correctly
→ Call the right people

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

TOTAL COMPETENCY AVERAGE POINTS

Interview Report

Page 6 of 8

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Administrative/Clerical Support

Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?

Does not affect me if you choose to run

Notes:

things that what we do. If you can handle call someone.

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Administrative/Clerical Support

Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?

Depends on job and how many I

Notes:

would call and get help. And find the right people to do the job

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Administrative/Clerical Support

Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflect your strengths? Which tasks may require some development?

Notes:

A lot of times I was undermined of completing the task. I know what to do. I ask them why they undermine me.

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

TOTAL COMPETENCY AVERAGE POINTS

Example:

LATERAL-couldn't open cabinet and they asked me how I knew.

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Required Experience

I know. I did it before. it normally takes 4 people

Interview Report

Page 7 of 8

Question 1: This position requires 2 years of experience with work involving inspection, cleaning, and general maintenance of offices, furniture and buildings. How do you meet these qualifications?

Notes: 1998-2008 hired 3 Bully

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

Required Experience

Question 2: What ~~managerial responsibility did/do you have?~~ Knowledge or experience do you have with completing Building Maintenance work or directing Bully maintenance staff? - Worked with a staff of four subordinates

Notes: (NOT) We were in Sup Capt

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 0

Required Experience

Question 3: How do you feel your experience qualifies you for this position?

Notes: Experience with County over yrs and managed Christmas Holiday - I know how to deal with people

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** 1

TOTAL COMPETENCY AVERAGE POINTS

Always have the para who think they know more - I can't be a dictator if I want to gain respect

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<u>1</u>	<u>1</u>	<u>=</u>

Notes: be a dictator if I want to gain respect

☐ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.

Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

James Daniels

APPLICANT'S NAME

SCORING WORKSHEET

Columns A&B are determined BEFORE interviews are conducted.

A		B			C			D			E			F			G		
Competency Name		Percentage of Importance			Question 1 Score			Question 2 Score			Question 3 Score			Applicant's Average Points without % of importance.			Applicant's Adjusted Score with % of importance.		
EXAMPLE: Write or type competency name.		Write or type in decimal format - .xx			Write or type in each score from the Applicant Evaluation Form.			If doing manually, round up to two decimal points - x.xx			If doing manually, round up to two decimal points - x.xx			If doing manually, round up to two decimal points - x.xx			If doing manually, round up to two decimal points - x.xx		
e.g. Organizational Skills		0.20			0.5			2.0			2.0			1.50			0.30		
Required Education		0.00												0.00			0.00		
Required Experience		0.20			1.0			1.0			1.0			1.00			0.20		
Analytical		0.10			0.0			0.0			1.0			0.33			0.03		
Teamwork		0.20			1.0			1.0			1.0			1.00			0.20		
Leadership		0.10			0.0			2.0			1.0			1.00			0.10		
Customer Service		0.20			1.0			1.0			0.0			0.67			0.13		
Business Success		0.10			1.0			1.0			1.0			1.00			0.10		
Administrative/ Clerical Support		0.10			2.0			1.0			2.0			1.67			0.17		
														0.00			0.00		
														0.00			0.00		
														0.00			0.00		

100%

SUM OF PERCENTAGES

(the sum of all #'s in column B must equal 100%)

TOTAL SCORE
(=sum of all #'s in column G)

0.93

If doing manually, round up to two decimal points - x.xx

James Daniels

HIRING MANAGER'S NAME

HR-22 ROBERT COMPTON

5/22/2008

JD

Interview Report

Page 1 of 8

A
7

Applicant Evaluation Form		Menu Edit Job Title Print Report
Department Name:	DPW & Engineering / B&G	
Position:	Crew Supervisor Building Services 2016	
Applicant:	James JAMES Daniels	
Interviewer (print & sign):	Robert Compt / x [Signature]	
Date:	3-23-16	
<p>Analytical</p> <p>Question 1: Tell me about a situation where your analysis of a problem was deemed to be incorrect? What would you do differently today?</p> <p style="margin-left: 40px;">See something wrong - think before you speak</p> <p>Answer 1: Has the character to admit mistakes. Also clarify - Were the steps he took correct? More importantly, has he/she learned from this mistake?</p> <p style="margin-left: 40px;">didn't want it to backfire to best of ability</p> <p>Notes:</p>		
Rating: <input checked="" type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div>
<p>Analytical</p> <p>Question 2: Tell me about a recent project you received. What are some of the first things you do?</p> <p style="margin-left: 40px;">Around ok things - report to Chris when he is not there</p> <p>Answer 2: Accurately anticipates the duration and difficulty of projects and plans accordingly.</p> <p style="margin-left: 40px;">Should - I know the routine</p> <p>Notes: Noted Routine</p>		
Rating: <input checked="" type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3		POINTS <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div>
<p>Analytical</p> <p>Question 3: How would you measure the strength of your management team?</p> <p style="margin-left: 40px;">I have no problems - NO ISSUES</p> <p>Answer 3: Uses and employs modern analytical and management techniques to measure management value and ability.</p>		

Interview Report

Page 2 of 8

A
H

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Teamwork

Question 1: How would you persuade people of the importance of cooperation in today's workplace?

Basically if situation, stay calm, communicate & explain

Answer 1: Realizes that a positive balanced, cooperative work force is vitally important for success in business today.

talk out anything

coworker told parents

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

Teamwork

Question 2: Give me an example of a time when you tried your best to get along with a work colleague but failed. Why do you think that was? What did you learn from that experience?

Times try to get along, go south
would not add fuel to fire - P-11
Answer 2: Tries to cooperate with all colleagues and spends time and effort to maintain and keep these relationships in a healthy state.
inside after to address.

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 **POINTS** ☐ 1

Teamwork

①

Question 3: Tell me about a time you had to work with somebody who had a reputation as an uncooperative belligerent person? What tactics did you use?

- Explain the person the way we were to be
Answer 3: Remains cooperative and poised when faced with uncooperative colleagues, emphasizes the mutual advantage of cooperation.
to do I ask please

Interview Report

Page 3 of 8

A

Notes:

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>

Leadership

Question 1: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

Never given a task I can do.

Answer 1: *Can take risks and chances to achieve goals at work; also inspires others.*

Harder tasks are given to others.

Notes:

Rating: ☒ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Leadership

Question 2: Have you ever tried to do a job for which you were unqualified? How did you react at that time? Were you able to accomplish your task?

Can take risks and chances to achieve goals at work; also inspires others.

Notes:

Rating: ☐ Unsatisfactory=0 ☐ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS

Leadership

Question 3: How have you contributed to the ^{County's} company strategies and policies?

Abide by the rules - follow w/ short cuts ①

Answer 3: *Influences the company to develop and implement innovative corporate strategies and technically advanced procedures, successfully adapting leadership style to accommodate the diverse needs of team members.*

Interview Report

Page 4 of 8

A
H

Notes:													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">1</div>										
TOTAL COMPETENCY AVERAGE POINTS <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">SUM OF POINTS</td> <td style="text-align: center; padding: 5px;">/</td> <td style="text-align: center; padding: 5px;">TOTAL # OF QUESTIONS</td> <td style="text-align: center; padding: 5px;">=</td> <td style="text-align: center; padding: 5px;">TOTAL AVERAGE POINTS</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> <td></td> <td style="text-align: center; padding: 5px;"><div style="border: 1px solid black; width: 50px; height: 20px;"></div></td> </tr> </table>				SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS	<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>
SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS									
<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>		<div style="border: 1px solid black; width: 50px; height: 20px;"></div>									
<u>Customer Service Orientation</u> <p>Question 1: How do you handle negative feedback from angry clients? How do you normally respond to them? <i>- Talk calmly</i></p> <p style="margin-left: 150px;"><i>Ocean are example</i></p> <p>Answer 1: <i>Able to entertain customer complaints without being dominated or getting emotional; does not get overwhelmed while been criticized.</i></p> <p>Notes:</p>													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">1</div>										
<u>Customer Service Orientation</u> <p>Question 2: This position requires interacting with the general public as well as existing employees and all levels of management. Tell me about some of your experiences. If no experience, what are your thoughts on this?</p> <p style="margin-left: 100px;"><i>- Get along with everyone -</i></p> <p style="margin-left: 100px;"><i>- I show respect / I know how to interact</i></p> <p>Notes:</p>													
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">1</div>										
<u>Customer Service Orientation</u> <p>Question 3: Tell me about a time when you believed a policy or procedure was not in the customer's best interest. What did you do? <i>Has a Policy or Directive come down with which you disagreed. What did you do?</i></p> <p>Notes: <i>I like policy's. No issues.</i></p>													
Rating: <input checked="" type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">0</div>										

Interview Report

A

TOTAL COMPETENCY AVERAGE POINTS			
SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS	
<input style="width: 50px;" type="text"/>	/ <input style="width: 50px;" type="text"/>	=	<input style="width: 50px;" type="text"/>
<p><u>Business Success</u></p> <p>Question 1: Some battles are worth fighting and others are not. How do you know which are worth fighting? Can you give me an example?</p> <p style="margin-left: 40px;"><i>Battles - it Faverton, discrimination,</i></p> <p>Notes: <i>Something like my current harassment case</i></p> <p style="margin-left: 40px;"><i>-Try to help people</i></p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <input style="width: 30px; text-align: center;" type="text" value="1"/>
<p><u>Business Success</u></p> <p>Question 2: What kind of working relationships do you have with co-workers from other departments? How have these relationships been beneficial in accomplishing your work?</p> <p style="margin-left: 40px;"><i>In Bridge issues / explained issues</i></p> <p>Notes: <i>Trades - along, all good</i></p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <input style="width: 30px; text-align: center;" type="text" value="1"/>
<p><u>Business Success</u></p> <p>Question 3: When given a specific problem to solve, how do you decide what information is essential to making an informed decision?</p> <p style="margin-left: 40px;"><i>I pick out negative and address it first to meet proper standards</i></p> <p>Answer 3: Capable of deciding what information is necessary to make an informed decision; if they are not, are they capable of using their team's knowledge and experience to bring about a successful conclusion.</p> <p style="margin-left: 40px;"><i>Doing Homework</i></p> <p>Notes: <i>-Start over</i></p>			
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3			POINTS <input style="width: 30px; text-align: center;" type="text" value="1"/>
TOTAL COMPETENCY AVERAGE POINTS			

Interview Report

SUM OF POINTS	/	TOTAL # OF QUESTIONS	=	TOTAL AVERAGE POINTS
Administrative/Clerical Support				
<p>Question 1: Describe a situation that is typical of the pace and change in priorities in your department. How does it affect your work? Would you give me a specific example?</p> <p style="margin-left: 40px;"><i>Fine- experience with grounds</i></p> <p style="margin-left: 40px;"><i>continuing change (shown)</i></p> <p>Notes:</p>				
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3				POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">2</div>
Administrative/Clerical Support				
<p>Question 2: Tell me about a situation in which you had to cope with inadequate resources. How did you deal with it?</p> <p style="margin-left: 40px;"><i>Do it. Might take longer</i></p> <p style="margin-left: 40px;"><i>-Today GABBY out</i></p> <p style="margin-left: 40px;"><i>improvise get work done</i></p> <p>Notes:</p>				
Rating: <input type="checkbox"/> Unsatisfactory=0 <input checked="" type="checkbox"/> Satisfactory=1 <input type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3				POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">1</div>
Administrative/Clerical Support				
<p>Question 3: What specific responsibilities do you have for supporting the work of other people in your department? What positions do they hold? What specific tasks do you perform? Which tasks reflects your strengths? Which tasks may require some development?</p> <p style="margin-left: 40px;"><i>Supports chris during his absence</i></p> <p style="margin-left: 40px;"><i>organization skill</i></p> <p>Notes:</p>				
Rating: <input type="checkbox"/> Unsatisfactory=0 <input type="checkbox"/> Satisfactory=1 <input checked="" type="checkbox"/> Very Good=2 <input type="checkbox"/> Excellent=3				POINTS <div style="border: 1px solid black; width: 30px; height: 30px; line-height: 30px; margin: 0 auto;">2</div>
TOTAL COMPETENCY AVERAGE POINTS				
Required Experience				

A

Interview Report

Page 7 of 8

A

Question 1: This position requires 2 years of experience with work involving. How do you meet these qualifications?
Inspection, cleaning, and general maintenance of offices, furniture and buildings.
 Notes: 10 yrs in current title

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 1

Required Experience

Question 2: What Knowledge or experience do you have with completing Building Maintenance work or directing Building maintenance staff?
 Notes: Done 4 yrs - full in and take lead during supervisor absence

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 1

Required Experience

Question 3: How do you feel your experience qualifies you for this position?
 Notes: Interested in the skills what if I have taken abilities learn one year - DAD'S GUIDANCE - Don't screw I have leadership skills - People talk to me.

Rating: ☐ Unsatisfactory=0 ☒ Satisfactory=1 ☐ Very Good=2 ☐ Excellent=3 POINTS 1

TOTAL COMPETENCY AVERAGE POINTS

SUM OF POINTS	TOTAL # OF QUESTIONS	TOTAL AVERAGE POINTS
<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:

☒ I have reviewed the essential job functions with the applicant including the work schedule, location or any specific physical requirements.

☒ I have asked the applicant directly, "Are you able to perform the essential functions of this position with or without a reasonable accommodation?" I have not asked, "Do you need an accommodation?"

☒ I understand that I may ask applicants to describe or demonstrate how they would perform any or all job functions, as long as all applicants in the job category are asked to do this. However, if a particular applicant has an obvious disability, (e.g. uses a wheelchair) I understand that I may ask this applicant alone to describe or demonstrate how s/he would perform the job.


Interview Report

Page 8 of 8

NOTE: If an applicant says that s/he needs a reasonable accommodation to perform a job demonstration, you must either: provide a reasonable accommodation that does not create an undue hardship or allow the applicant to simply describe how s/he would perform the job function.

Comments: _____

4/11/16
4/12/16 OK by Finance
BG 12-2016



EMPLOYEE CHANGE OF STATUS

Must be submitted to HR four weeks prior to requested effective date

Employee Name <u>Robert Briscoe</u> <u>104954</u>		Requested Effective Date <u>04/16/2016</u>
Department <u>DPW & Engineering/ B&G</u>		ECS # <u>2586</u> (obtain from HR)
Replacement? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes - If yes PARF ID# _____ Name _____		
Title _____ Action taken _____ i.e. Separation, Promotion, Transfer		

CHECK ALL THAT APPLY

CHANGE(S)	CURRENT	PROPOSED
<input checked="" type="checkbox"/> TITLE	Carpenter <u>00970</u>	Crew Supervisor Building Services
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> BUDGET (bill Agency Code) Lk. 1-11-11-111-111		
<input type="checkbox"/> WORK SCHEDULE (Days of the week if not M-F)		
<input type="checkbox"/> STATUS May affect the employee's benefits	<input type="checkbox"/> FT <input type="checkbox"/> PT _____ % of hrs Benefit Code _____	<input type="checkbox"/> FT <input type="checkbox"/> PT _____ % of hrs Benefit Code _____
<input type="checkbox"/> HOURS PER WEEK		
<input type="checkbox"/> DAILY HOURS		
<input checked="" type="checkbox"/> SALARY	<u>\$42,216.</u>	<u>\$55,000.</u>
<input type="checkbox"/> OVERTIME STATUS	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
<input type="checkbox"/> UNION CHANGE	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES, name _____
<input checked="" type="checkbox"/> APPOINTMENT TYPE Justification not required	<u>Permanent</u> <u>R</u> Choose One	<u>Provisional</u> <u>R</u> Choose One

REQUIRED SIGNATURES

Department Head/ Designee <u>Robert W. Compton</u> Print Name	<u>[Signature]</u> Signature	<u>4/11/16</u> Date
Other Administrative Approval as required <u>John W. Tobla</u> Print Name	<u>[Signature]</u> Signature	<u>4/6/16</u> Date

Personnel Use Only

Effective Date <u>4/16/2016</u>	Title Abbrev: _____	Salary Range <u>55,000 - 69,600</u>
Title Code: <u>44135</u>	DOP Dept. Code: <u>T130000</u>	Agency # _____ Benefit Code: _____
NJDOP Appt Type: <u>Adv-RAN</u>	Cert #: _____	Symbol #: _____ Statute #: _____
Notes: <u>no discp history</u>		<u>no list</u> <u>WTP</u>

SAFO
Title
Title Code
Salary
up to 8860

OS Statute



BG 12-2016



EMPLOYEE CHANGE OF STATUS

Must be submitted to HR four weeks prior to requested effective date

Employee Name Robert Briscoe 104954 Requested Effective Date 04/16/2016
Department DPW & Engineering/ B&G ECS # 2586 Coincides w/ start of a pay period
Replacement? ☒ No ☐ Yes - If yes PARF ID# _____ Name _____
Title _____ Action taken _____
I.e. Separation, Promotion, Transfer

CHECK ALL THAT APPLY

CHANGE(S)	CURRENT	PROPOSED
<input checked="" type="checkbox"/> TITLE	Carpenter <u>00970</u>	Crew Supervisor Building Services
<input type="checkbox"/> DEPARTMENT		
<input type="checkbox"/> BUDGET (full Agency Code) I.e. 1-??-??-??-??-??		
<input type="checkbox"/> WORK SCHEDULE (Days of the week if not M-F)		
<input type="checkbox"/> STATUS May affect the employee's benefits	<input type="checkbox"/> FT <input type="checkbox"/> PT _____ % of hrs Benefit Code _____	<input type="checkbox"/> FT <input type="checkbox"/> PT _____ % of hrs Benefit Code _____
<input type="checkbox"/> HOURS PER WEEK		
<input type="checkbox"/> DAILY HOURS		
<input checked="" type="checkbox"/> SALARY	<u>\$42,216.</u>	<u>\$55,000.</u> <u>min</u>
<input type="checkbox"/> OVERTIME STATUS	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
<input type="checkbox"/> UNION CHANGE	<input type="checkbox"/> NO <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> YES, name _____
<input checked="" type="checkbox"/> APPOINTMENT TYPE Justification not required	<u>Permanent</u> <u>R</u> Choose One	<u>Provisional</u> <u>R</u> Choose One

REQUIRED SIGNATURES

Department Head/ Designee Robert W. Compton
Print Name

Signature [Signature]

Other Administrative Approval as required John W. Tobia
Print Name

Signature [Signature]

4/16/16
Date

4/16/16
Date

Personnel Use Only

Effective Date 4/16/2016 Title Abbrev: _____ Salary Range 55,000 - 69,600
Title Code: 44135 DOP Dept. Code: T130000 Agency # _____ Benefit Code: _____
NJ DOP Appt Type: Adv-RAN Cert #: _____ Symbol #: _____ Statute #: _____
Notes: no discp history no list WTP

EV



JUSTIFICATION EMPLOYEE CHANGE OF STATUS

Criteria: In all cases of promotions, reclassifications and/or salary increases, an employee must experience a permanent increase in the scope and complexity of their position, without a corresponding decrease in other areas of responsibilities. Justification must clearly identify and detail the need for additional or higher level responsibilities and describe the specific, additional duties, skills and/or responsibilities for the requested change of status. Please elaborate on how this request meets these requirements.

Employee Name Robert Briscoe

Department DPW & Engineering/ B&G

☒ Employee meets the "Job Requirements" listed on the NJCSC job specification for this position or if no NJCSC job specification, meets requirement of posted job announcement. (Must verify and check)

1. Justification: (Must meet above criteria):

Mr. Briscoe has proven himself to have the knowledge, skills, and abilities to be a Crew Supervisor Building Services.

Interviews were conducted Division wide and it was determined that Mr. Briscoe was the best selection. Robert has

experience in Trades & Building Services with the County. Supervisory and management experience from prior careers.

2. State the business impact if position is not filled. E.g. Position is required to comply with staffing requirements of an oversight agency and/or position is essential to a mandated program (provide program name) etc.

N/A

3. Describe the financial impact of filling this position. An authorized table of organization must be attached to the request. Be sure to include any employee status changes that are linked to this vacancy. E.g. John Smith retired as a Supervisor at a salary of \$XX,xxx, his vacancy was filled by Jane Doe who received a salary increase of \$X,xxx. Jane Doe's vacancy was filled by Thomas Jones who received a salary increase of \$X,xxx and/or by filling this position at a lower salary savings of xx has been achieved. Attach additional sheets as needed.

The funds are available in the 2016 operating budget. See attached "Financial Impact Justification", dated April 1, 2016.

EMPLOYEE VOLUNTARY REQUEST

☐ Voluntary Demotion

☐ Voluntary Reduction in Hours

Request/Explanation as stated by employee:

Employee Signature _____

Date _____

**MONMOUTH COUNTY
DEPARTMENT OF HUMAN RESOURCES**

One East Main Street • Freehold, NJ 07728
Phone 732-431-7300 Fax: 732-431-7924

Frank J. Tragno, Jr.
Director of Human Resources



For information contact:
mc-humanresources@co.monmouth.nj.us

2016 APR 22 A 0 23

MEMO TO : Robert Briscoe

FROM : Frank J. Tragno, Jr., Director
Via: Elizabeth Vollbrecht, Keyboarding Clerk 2

DATE : April 21, 2016

As you know, on April 16, 2016 you were appointed to the position of **Crew Supervisor Building Services**, subject to the satisfactory completion of a three-month working test period (WTP).

The WTP is regarded as a highly significant step in the selection process. The successful completion of the WTP is a condition of your appointment. This process consists of a trial working period after regular appointment; during which time your supervisor will systematically evaluate the performance of your actual duties. This evaluation is utilized to determine if you merit permanent status. That is why it is very important that you understand your responsibility, as well as your supervisor's responsibility, to identify performance standards, expectations, conflicts as well as resolutions, etc. This ongoing mutual communication between you and your supervisor will eliminate the surprise of an unfavorable evaluation and the possibility of being released from your position during or at the end of the working test period.

Therefore, you will receive a written evaluation from your supervisor at the end of each of the three months. You should direct all of your questions regarding this evaluation to your supervisor and/or the next managerial level. Of course, the services of this Human Resources Department are always available to you.

We hope that you find this a favorable work experience, one, which will maximize your potential to the County of Monmouth.

FJT/ev

C: R. Compton

**MONMOUTH COUNTY
DEPARTMENT OF HUMAN RESOURCES**

One East Main Street • Freehold, NJ 07728
Phone: 732-431-7300 Fax: 732-431-7924

Frank J. Tragno, Jr.
Director of Human Resources



For information contact:
mc-humanresources@co.monmouth.nj.us

2016 APR 22 A 6:23

MEMO TO : Robert Compton, Superintendent
FROM : Frank J. Tragno, Jr., Director
Via: Elizabeth Vollbrecht, Keyboarding Clerk 2 *lu*
DATE : April 21, 2016
RE : Working Test Period – Three (3) Months

The employee(s) listed below has been appointed pending the satisfactory completion of a three month working test period.

Robert Briscoe

The working test period is a highly significant step in the selection process. It consists of a trial working period after regular appointment during which time, performance, and conduct of the appointees are systematically evaluated by supervisors. This evaluation is utilized to determine if employees merit permanent status.

It is required that the progress of probationary employee(s) be reported on the attached forms at the end of each 30 day period. Employees must be given a copy of the evaluation form as they are completed.

Please note that the enclosed Working Test Period forms are not in triplicate. You will need to make two copies of each evaluation after completion (one for your files, one for this office, and the original to be given to the employee).

Thank you for your cooperation in this very important administrative program, which is designed to protect the quality of public service.

FJT/ev

Enclosures

COUNTY OF MONMOUTH EMPLOYEE PROGRESS REPORT

3 Month Working Test Period

1st

2nd

3rd

(Circle One)

To : ROBERT BRISCOE

Date of Rating: 4/16/2016 to 5/15/2016

Title : CREW SUPERVISOR BUILDING SERVICES

Department: B&G

FACTORS	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXAMPLES REQUIRED FOR ABOVE OR BELOW AVERAGE
QUALITY: Accuracy, thoroughness, timeliness.			✓	Addresses all Request/Tasks quickly.
QUANTITY: Volume of passable work regularly produced		✓		
JOB KNOWLEDGE: Knowledge and understanding of job responsibilities.		✓		
ATTENDANCE: Maintain level necessary to meet job responsibilities.			✓	100% attendance
JOB ATTITUDE: Willingness to do assigned work, interest, cooperation with others.			✓	see below.
WORK HABITS: Adaptability, safety, need for supervision.		✓		will do whatever is asked and will help anybody in need
COMMUNICATION SKILLS: Transmits knowledge & ideas of position requirements.		✓		

For the above rating period your performance is: ☒ SATISFACTORY ☐ UNSATISFACTORY

Supervisor's recommendations: Behaviors you should do differently: None

• More of: work with Cartograph and Purchasing Techniques.

• Less of: _____

☐ Check if additional sheets attached.

SUPERVISOR'S SIGNATURE: James A. Huff

DATE: 5/18/16

DEPARTMENT HEAD SIGNATURE: Robert W. Gt

DATE: 5-18-16

My signature means that I have received and reviewed this evaluation, but does not indicate my approval or disapproval of this evaluation. I understand that I may attach a response to this rating.

EMPLOYEE SIGNATURE: [Signature]

DATE: 5-18-16

Original - Employee

Copy - Department file

Copy - Personnel Department

HR-08 rev 9/08

COUNTY OF MONMOUTH
EMPLOYEE PROGRESS REPORT

3 Month Working Test Period

1st 2nd 3rd
(Circle One)

To : ROBERT BRISCOE

Date of Rating: 5/16/2016 to 6/15/2016

Title : CREW SUPERVISOR BUILDING SERVICES Department: B&G

FACTORS	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXAMPLES REQUIRED FOR ABOVE OR BELOW AVERAGE
QUALITY: Accuracy, thoroughness, timeliness.			✓	very Thorough.
QUANTITY: Volume of passable work regularly produced			✓	Quickly addresses all Requests.
JOB KNOWLEDGE: Knowledge and understanding of job responsibilities.		✓		
ATTENDANCE: Maintain level necessary to meet job responsibilities.			✓	100% attendance
JOB ATTITUDE: Willingness to do assigned work, interest, cooperation with others.			✓	Willing to do whatever is asked.
WORK HABITS: Adaptability, safety, need for supervision.		✓		
COMMUNICATION SKILLS: Transmits knowledge & ideas of position requirements.		✓		

For the above rating period your performance is: ☒ SATISFACTORY ☐ UNSATISFACTORY

Supervisor's recommendations: Behaviors you should do differently: None

• More of: Cartography and Purchasing Techniques.

• Less of: _____

☐ Check if additional sheets attached.

SUPERVISOR'S SIGNATURE: James A. Hilly DATE: 6/14/16

DEPARTMENT HEAD SIGNATURE: Robert S. DATE: 6-14-16

My signature means that I have received and reviewed this evaluation, but does not indicate my approval or disapproval of this evaluation. I understand that I may attach a response to this rating.

EMPLOYEE SIGNATURE: [Signature] DATE: 6-14-16

Original - Employee

Copy - Department file

Copy - Personnel Department

HR-06 rev 9/06

COUNTY OF MONMOUTH EMPLOYEE PROGRESS REPORT

3 Month Working Test Period

1st2nd3rd

(Circle One)

To : ROBERT BRISCOE

Date of Rating: 6/16/2016 to 7/15/2016

Title : CREW SUPERVISOR BUILDING SERVICES Department: B&G

FACTORS	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXAMPLES REQUIRED FOR ABOVE OR BELOW AVERAGE
QUALITY : Accuracy, thoroughness, timeliness.			✓	very Thorough
QUANTITY: Volume of passable work regularly produced			✓	Quickly addresses all Requests
JOB KNOWLEDGE: Knowledge and understanding of job responsibilities.		✓		
ATTENDANCE: Maintain level necessary to meet job responsibilities.		✓		
JOB ATTITUDE: Willingness to do assigned work, interest, cooperation with others.			✓	very positive attitude Towards all Requests
WORK HABITS: Adaptability, safety, need for supervision.		✓		
COMMUNICATION SKILLS: Transmits knowledge & ideas of position requirements.		✓		

For the above rating period your performance is: ☒ SATISFACTORY ☐ UNSATISFACTORY

Supervisor's recommendations: Behaviors you should do differently: _____

• More of: Purchasing techniques

• Less of: _____

☐ Check if additional sheets attachedSUPERVISOR'S SIGNATURE: James A. HartyDATE: 7/14/16DEPARTMENT HEAD SIGNATURE: W. StDATE: 7-14-16

My signature means that I have received and reviewed this evaluation, but does not indicate my approval or disapproval of this evaluation. I understand that I may attach a response to this rating.

EMPLOYEE SIGNATURE: Robert BriscoeDATE: 7/14/16

Original - Employee

Copy - Department file

Copy - Personnel Department

HR-08 rev 9/06

**MONMOUTH COUNTY
DEPARTMENT OF HUMAN RESOURCES**

One East Main Street • Freehold, NJ 07728
Phone: 732-431-7300 Fax 732-431-7924

Frank J. Tragno, Jr.
Director of Human Resources



For information contact:
mc-humanresources@co.monmouth.nj.us

2016 JUL 21 A 5:30

July 19, 2016

Mr. Robert Briscoe
95 Neville St.
Tinton Falls, NJ 07724

RE: TITLE: Crew Supervisor Building Maintenance Workers
EFFECTIVE DATE: April 16, 2016

Dear Mr. Briscoe:

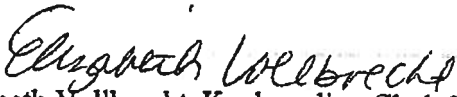
It gives me great pleasure to officially advise you that you have satisfactorily completed your probationary period. You now have permanent status in your title effective April 16, 2016.

The Board of Chosen Freeholders offers their congratulations and trusts you will continue to perform your present and any future duties in the same manner.

Sincerely,

Frank J. Tragno, Jr., Director
Department of Human Resources

By:


Elizabeth Vollbrecht, Keyboarding Clerk 2
Department of Human Resources

Cc: R. Compton

EXHIBIT F

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEW JERSEY

	:	CIVIL ACTION
LUTHER GRAHAM	:	NO. 16-1578
Plaintiff,	:	
	:	
v.	:	
	:	VOLUME II
MONMOUTH COUNTY	:	
BUILDING and GROUNDS	:	
and	:	
DAVID KRZYZANOWSKI	:	
and	:	
ROBERT W. COMPTON	:	
and	:	
CRAIG BELL	:	
Defendants.	:	

OCTOBER 18, 2019

ORAL DEPOSITION OF ROBERT COMPTON,
before Cindy D. Liffman, Professional Court Reporter
and Notary Public, taken pursuant to Notice at the
Monmouth County Hall of Records, 1 East Main Street,
Freehold, New Jersey 07728, commencing at 10:09 a.m.

R&K REPORTING, INC.
Court Reporting Services
P.O. Box 1372
Levittown, Pennsylvania 19058
(215) 946-7009



A P P E A R A N C E S

KARPF, KARPF & CERUTTI, P.C.

BY: RYAN A. KROCKER, ESQUIRE

3331 Street Road

Two Greenwood Square

Suite 128

Bensalem, PA 19020

Phone: 215-639-0801

E-Mail: rkrocker@karpf-law.com

-- Counsel for Plaintiff, Cross Defendant

CLEARY, GIACOBBE, ALFIERI & JACOBS, LLC

BY: MICCI J. WEISS, ESQUIRE

5 Ravine Drive

PO Box 533

Matawan, New Jersey 07747

(732) 583-7474

mweiss@cgajlaw.com

-- Counsel for Robert W. Compton
Defendant

KENNEY, GROSS, KOVATS & PARTON

BY: DOUGLAS J. KOVATS, ESQUIRE

The Courts of Red Bank

130 Maple Avenue

Building 8

Red Bank, New Jersey 07701

(732) 530-7500

dkovats@kenneygross.com

-- Counsel for Monmouth County
Defendant, Cross Defendant

CAMPBELL, FOLEY, DELANO & ADAMS, LLC

BY: PATRICIA B. ADAMS, ESQ

601 Bangs Avenue

PO Box 1040

Asbury Park, New Jersey 07712

(732) 775-6520

Padams@campbellfoley.com

-- Counsel for David Kryzanowski
Defendant, Cross Defendant, Cross Claimant

I N D E X

WITNESS	PAGE
ROBERT COMPTON	
By Mr. Krockner	226

E X H I B I T S

NUMBER	DESCRIPTION	PAGE
Monmouth-1	Job Posting - Crew Supervisor Building and Maintenance Workers	241
Monmouth-2	Scoring Worksheet	250
Monmouth-3	Interview Acknowledgement Forms	266
Monmouth-4	Job Posting Application - Graham	274
Monmouth-5	Scoring Worksheet - Graham	276
Monmouth-6	Job Posting Application - Briscoe	289
Monmouth-7	Scoring Worksheet - Briscoe	291
Monmouth-8	Memorandum 4/15/16 re: Provisional Promotion: Crew Supervisor - Building and Maintenance Workers	298
Monmouth-9	Employee Change of Status-Briscoe	301
Monmouth-10	Response to Plaintiff's Supplemental Interrogatories	312
Monmouth-11	Organizational Chart	318
Monmouth-12	Buildings & Grounds Division Organizational Chart	320

1 REQUEST FOR INFORMATION

2 Page/Line
319/24

3 re: Organizational chart

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

1 the facility.

2 Q. It's broad?

3 A. It's very broad.

4 -----

5 (Exhibit Monmouth-2, scoring
6 worksheet, was marked for purposes of
7 identification and attached hereto.)

8 -----

9 BY MR. KROCKER:

10 Q. I just placed a document in front of you
11 marked Monmouth-2. It has several pages at the top.
12 Its designation says document 78, page 43 of 171.
13 It runs consecutively to page 52 of 171, the same
14 document, 78. Do you recognize this document?

15 A. Yes. I do.

16 Q. What is your understanding of that document?

17 A. It's a scoring worksheet for the position of
18 crew supervisor building services.

19 Q. It's from 2016. At least the top left
20 corner?

21 A. Yes. It was.

22 Q. Do you know if you created this document?

23 A. I didn't create the document. I created the
24 data inside the document.

1 Q. So the first page of, at least from the
2 template first, right?

3 A. Correct.

4 Q. All right. You see there's a column B,
5 percentage points. Do you see where I am?

6 A. Yes.

7 Q. It says percentage and points. Did you set
8 those values?

9 A. Yes. I did.

10 Q. What did you base those values on?

11 A. I can't recall exactly at this time. When I
12 created this back in 2016, there was, those are how
13 I weighed each section.

14 Q. What you thought was more important, right?

15 A. Yes. I would clarify that for sure but I
16 made each decision for the reason. I don't remember
17 exactly the parameters why but I can't say the word
18 important.

19 Q. It's a weighting; is that correct?

20 A. Yes.

21 Q. Turn to the next page. What is this page?

22 A. This is just an internal paper I had so I
23 make sure I follow, gives somebody a working agenda
24 when I interview each person. I follow this same

1 format.

2 Q. So that it's sort of standardized?

3 A. Yes.

4 Q. Would you agree, it's off a script, right?

5 A. More or less, I touch on each thing, yes. I
6 don't say a script.

7 Q. You keep it as standard as possible?

8 A. Yes.

9 Q. Turn to the next page. Now, on page 1 of
10 your interview report, top left and page 1 of 8. Do
11 you see where I am?

12 A. Yes.

13 Q. So these were the questions for the
14 interview, correct?

15 A. Yes.

16 Q. You wrote those questions?

17 A. No.

18 Q. Who wrote those questions?

19 A. I have no idea. I selected them out of the
20 database but I didn't author them.

21 Q. I understand.

22 A. I'm sorry if I confused you. Sorry.

23 Q. No. I appreciate it.

24 What database did you select them out of?

1 A. The county interview database for
2 interviews.

3 Q. Just take a second for you to review the
4 first two questions on this page. Let me know when
5 you're ready.

6 A. Okay.

7 Q. So the first question, generally, you take
8 notes during the interview itself?

9 A. I make minor notes. I don't write
10 everything.

11 Q. Do you take any notes after the interviews
12 to your recollection?

13 A. No. I do not.

14 Q. There is a rating system here. Do you give
15 the rating during the interview itself?

16 A. Yes.

17 Q. Do you do that immediately, the questions
18 and answers?

19 A. I do it while the questions are being
20 answered. It's an interactive process in talking to
21 applicants so sometimes people might pause and might
22 think the question's over and then add additional
23 stuff, go completely in a different direction. I
24 might modify it during the time but at the end of

1 that question, they have a score.

2 Q. Do you ask any follow -- do you generally
3 ask follow up questions as well or --

4 A. Well, yeah.

5 Q. Do you ask any follow up questions?

6 A. When you say follow up questions, after all
7 the questions are done?

8 Q. Well, let's do both. The original
9 questions, do you ask follow up?

10 A. It could lead to a question I need
11 clarification on. It's an interactive conversation
12 when I ask the question. Depending on that
13 question, a lot of times they provided an example.
14 I might ask for clarification. At the time, I make
15 small notes. It's far from a recorded conversation.
16 I just jot it down for my own records.

17 Q. The notes are fairly informal?

18 A. Very. I was never advised that I had to
19 document every word or they're definitely not
20 recorded. It was very short notes I would put down.

21 Q. Of these, going back to page 1 of 8 of the
22 interview report, question one asked about an
23 analysis of a problem, right?

24 A. Yes.

1 Q. So you would make your decision based on
2 their answer and your subjective opinion of that?

3 A. It would be up to my -- it would be my
4 decision. If, I mean, I was interviewing
5 candidates, I guess my opinion is that if the answer
6 was on a score zero to three, I would score.

7 Q. It seems that based on the italicized answer
8 one, that you're trying to get a measure of the
9 interviewee's character on this question?

10 MR. WEISS: Objection to form.

11 You can answer if you understand.

12 THE WITNESS: That answer one is
13 not mine. That comes from the database.
14 That's what they -- when they -- I might
15 have my own opinion, every one. I mean,
16 I read the question and I knew what I
17 was looking for and chose the question.
18 I'm sure I was not focusing on that
19 answer alone.

20 BY MR. KROCKER:

21 Q. I see.

22 A. Because that might match that up. It all
23 depends on the questions. I believe there's over 20
24 questions. I don't know exactly.

1 Q. For these analytical questions, were any of
2 them based on an objective measure?

3 MR. WEISS: Objection.

4 THE WITNESS: When you say --
5 what exactly are you questioning me when
6 you say objective?

7 BY MR. KROCKER:

8 Q. Were any of them not based on your opinion
9 of the answer given by an interviewee?

10 A. I believe every answer in the interview
11 would be up to my interpretation trying to get a
12 sense how they would be in the position, right,
13 trying to get a sense, correct. You can say that.
14 How they would react in a certain situation.

15 Q. Okay. Page 2 of 8, the top right corner, do
16 you see that?

17 A. Next page, yes.

18 Q. Question three, is that asking about a
19 specific situation and how they would respond,
20 right?

21 A. Question three, you said, under teamwork?

22 Q. Question three, yes. That is an example of
23 you considering how they would respond to a similar
24 situation in the job, right?

1 A. Yes.

2 Q. When you do interviews, were you always
3 alone in the interview here?

4 A. Clarify.

5 Q. Are you always the sole interviewer?

6 A. Can you be more specific?

7 Q. Is there -- were there any situations in
8 which you had another person sitting in on the
9 interview apart from you and the candidate being
10 interviewed?

11 MR. WEISS: Objection.

12 THE WITNESS: Are you talking
13 this interview or other interviews in,
14 over my 30 years career?

15 BY MR. KROCKER:

16 Q. Interviews over your 30 year career?

17 A. Many are done myself. I'm by myself.

18 Q. Are there other interviews where there are
19 other people with you?

20 A. It all depends on what job we're actually
21 trying to fill a posting for versus -- it all
22 depends.

23 Q. So you would have, for example, another
24 person to evaluate the candidate in terms of a

1 specific area?

2 A. Kind of, yes. If it was an electrician, I
3 don't have knowledge of electrical. I'm not an
4 electrician so I would not be interviewing a person
5 on that one. I might sit in on that interview. I
6 wouldn't take the lead on those questions.

7 Q. Because you don't have the experience in
8 that specific area?

9 A. I'm sorry to step over you. Discipline,
10 right.

11 Q. Were there any other situations apart from
12 specific knowledge of, discipline or area in which
13 you would have another person as an interviewer with
14 you?

15 A. There, if there is availability, yes. I
16 just interviewed, like I said, 20 people this year.
17 They were going to be working in building services
18 so I had building services general supervisors sit
19 in. When they're available, I have one of them sit
20 in. There's multiple but I conduct the interview.
21 I did the evaluation. I did the score.

22 Q. Would you consider having another
23 interviewer with you if you had a personal
24 relationship with the interviewee?

1 MR. WEISS: Objection. You can
2 answer.

3 THE WITNESS: A personal
4 relationship? If I felt I was going to
5 be biased or if I was going to be
6 negative against someone, yeah. I would
7 remove myself but I never had to do
8 that.

9 BY MR. KROCKER:

10 Q. You would remove yourself entirely?

11 A. From the actual interview process if I felt
12 necessary. That never happened. I would have to
13 address that when the time came.

14 Q. Did you say 30 year career?

15 A. 32 years.

16 Q. And that 32 year career, you never
17 considered yourself to have sufficient bias to
18 remove yourself from an interview?

19 A. No. I have not.

20 Q. In your entire career?

21 A. Nor has anyone asked me not to do their
22 interview.

23 Q. If they did, I assume it depends on the
24 situation?

1 MR. WEISS: Objection.

2 THE WITNESS: I believe I would
3 accommodate whatever the request would
4 be.

5 BY MR. KROCKER:

6 Q. In your mind, when you're interviewing
7 someone, what purposes do you have for the
8 interviewing apart from seeing how they would react
9 to situations that will come up in the job?

10 MR. WEISS: Objection.

11 THE WITNESS: Can you clarify
12 that better so I can understand where
13 you're going.

14 BY MR. KROCKER:

15 Q. Sure. So we talked a bit about one specific
16 question, teamwork, question three in which I asked
17 about the interviewee dealing with a belligerent
18 person?

19 A. Yes.

20 Q. And as an interviewer, that helps you
21 understand how the candidate would react to that
22 type of situation, right?

23 MR. WEISS: Objection.

24 THE WITNESS: In theory, in that

1 situation but when I do all the
2 questions, I always let people know that
3 if they don't have something to relate
4 to their current job or previous job,
5 they can give me an example that can
6 explain the situation similarly. That
7 is part of the interactive process of me
8 explaining it.

9 BY MR. KROCKER:

10 Q. Did you consider the candidate's manner in
11 responding to your questions?

12 A. When you say manner, in what way? What are
13 you looking for?

14 Q. Tone, length of response?

15 MR. WEISS: Objection.

16 THE WITNESS: I never cut
17 somebody off during their answer. I let
18 them speak clearly and when they're
19 complete, then I move on to the next
20 question. I do not rush them or
21 pressure them to give me an answer.

22 BY MR. KROCKER:

23 Q. If you can turn to interview report page 78,
24 top of the document 78, page 51 of 171, are you

1 there?

2 A. I believe it's one here.

3 Q. Page 78 at the top right?

4 A. Yes.

5 Q. Okay. The copy's not great. I apologize
6 for that. We'll probably see that, clearer copies
7 in a second but it appears that the question, the
8 top question one approximate position requires two
9 years experience work involving inspection. I
10 believe all cleaning and general maintenance and
11 goes on. That's difficult to read but do you see
12 that?

13 A. Yes.

14 Q. Did I approximately read that right?

15 A. Yes. You did.

16 Q. And so this is looking for specific
17 experience, right?

18 A. Yes.

19 Q. Now, that's a more objective measure of
20 someone's qualifications, right?

21 A. Yes.

22 Q. For this position, did you consider
23 experience that was outside of working for the
24 county?

1 A. Yes.

2 Q. Do you always look at any experience they
3 provide?

4 A. Any experience they provide at the
5 interview, yes.

6 Q. Would you give more weight to experience at
7 the county specific, relevant to an area?

8 A. Yeah. I wasn't -- I didn't care 20 years or
9 two years. It required two years. As long as you
10 have two years. That's what I mean objectively.

11 Q. Even if it was for another employer?

12 A. Yes.

13 Q. Did it matter if the work was volunteer?

14 A. No. It wouldn't.

15 Q. Would it matter to you if it were mixed with
16 other job duties?

17 A. Job duties, all specific, giving a very
18 broad example kind of hard for me to answer.

19 Q. I guess my question is with regards to
20 giving a score on question one here on page 7, if
21 someone had the two years of experience, would that
22 be a one, two, three?

23 MR. WEISS: Objection.

24 THE WITNESS: To also, back to

1 the interactive process the way they
2 described their two years of experience,
3 what they did, what their
4 responsibilities were whether they met
5 the requirements.

6 BY MR. KROCKER:

7 Q. That would determine what their score, how
8 to determine their score. If they didn't have the
9 two years, it would be a zero?

10 A. I believe so, yes.

11 Q. You can review that. Correct me if I'm
12 wrong but my understanding is that there's two
13 questions at the end of this sheet that refer to a
14 specific required experience and required experience
15 section; is that correct to your understanding?

16 A. Yes.

17 Q. So approximately 20 questions. I don't have
18 the exact number but only two questions on specific
19 required experience, right?

20 A. Well.

21 Q. Go back to the very first page of the
22 exhibit.

23 A. Yes.

24 Q. Required experience, he got zero points, 2.0

1 percent of importance, right?

2 A. Yes.

3 Q. Could a person be qualified without a good
4 score in required experience for this position?

5 MR. WEISS: Objection.

6 THE WITNESS: Can I clarify your
7 question, the first question? When you
8 asked me that, I didn't answer clearly.

9 MR. KROCKER: Sure.

10 THE WITNESS: You said there's
11 only two questions for experience.
12 There's three and you spoke about all
13 three. My mistake. Just a
14 clarification.

15 MR. KROCKER: Thank you.

16 BY MR. KROCKER:

17 Q. First is the learning, for example, a person
18 can learn the job duties on the job, right?

19 MR. WEISS: Objection.

20 THE WITNESS: It all depends on
21 the person.

22 BY MR. KROCKER:

23 Q. But with regard to this position, a crew
24 supervisor building services for 2016, it seems

1 their required experience in cleaning was about 20
2 percent --

3 MR. WEISS: Objection.

4 MR. KROCKER: -- of the score,
5 right?

6 MR. WEISS: Same objection.

7 THE WITNESS: Yes and no. That
8 category of the three questions, yes.
9 It's 20 but the whole interview itself
10 is around a crew supervisor position.

11 BY MR. KROCKER:

12 Q. So you're making the decision yourself as to
13 the candidate wholistically. Is that accurate?

14 MR. WEISS: Objection.

15 THE WITNESS: My job is to
16 interview, is to determine if the person
17 can do the job and score them, to do the
18 job I'm looking for them to do.

19 MR. KROCKER: All right.

20 -----

21 (Exhibit Monmouth-3, Interview
22 Acknowledgement Form, was marked for
23 purposes of identification and attached
24 hereto.)

1

2

BY MR. KROCKER:

3

4

Q. I placed a document in front of you marked
Exhibit Monmouth-3. Take a moment to review it.

5

Let me know when you're ready.

6

A. I'm ready.

7

8

Q. That is marked at the top document 78 page 3
of 171. Then runs to page 5 of 171. Do you
recognize this document?

9

10

A. Yes. I do.

11

Q. What do you understand this document to be?

12

13

A. This is an interview acknowledgement form
saying the person was interviewed and acknowledged
that they sat down with me so they sign off on it.

14

15

Q. Was there a time limit for the interview?

16

17

A. I'm not sure your question, time frame that
I have to interview the people within?

18

19

Q. Sorry. Here, first one says last name
Cahoon. You see it over on the right. It says
time, 8:30. Do you see that?

20

21

A. Yes.

22

Q. That was the start?

23

A. Yes.

24

Q. And then the next one, it says time, 9:15?

1 A. Yes, Charles Longo started at 9:15.

2 Q. Right. So were these scheduled for specific
3 times?

4 A. We attempted to. The problem is I have
5 several people coming from several different
6 facilities. We did put a time down but also at any
7 time, one person's interview can be held up, started
8 late or ahead. If they're there early, they might
9 be pulled in earlier. If I have an emergency, I
10 automatically or issue arises that a superintendent
11 -- they might get to leave 10, 15 minutes but I have
12 people, it depends on, for example, two people are
13 coming from one facility, I scheduled them back to
14 back and one person might be waiting on the bench
15 outside while the other one is being questioned so
16 ...

17 Q. You said before you wouldn't cut off an
18 interviewee, right?

19 A. No. I would not. Right.

20 Q. Correct me if I'm wrong but based on this
21 document, it seems like interviews for a position
22 took place on the 22nd of March of 2016 to the 23rd
23 of March 2016 and the 24th of March 2016?

24 MR. WEISS: Objection.

1 THE WITNESS: Yes. That is my
2 recollection, understanding.

3 BY MR. KROCKER:

4 Q. When did you make the decision as to who you
5 would choose for the opening? What are the options?

6 A. Right after the interview, I did the score
7 sheets. Then I completed the paperwork. And I
8 would say within a week, I had them all ready. At
9 the same time, other managers in my department were
10 interviewing people and completed theirs also. They
11 all went up together I believe by April 1st.
12 Somewhere around there all the selections in one
13 package.

14 Q. Who is they?

15 A. All the people that were selected for this
16 position, crew supervisor building services, three
17 people were promoted Lou Bellardino, Kevin Baxter
18 and Robert Briscoe. Those three employees change of
19 statuses went up.

20 There's also a senior plumber, senior
21 electrician, public works repair and assistant
22 supervisor, building services. There might have
23 been one or two people in each one of the
24 categories. I don't remember exactly. It all went

1 up, senior security guard, all went up together.

2 So to answer your question, clarify your
3 question, that would be physically impossible for me
4 to conduct all those interviews. We had multiple
5 people conduct them. Everyone did their scoring. I
6 tallied up the score sheets and they all went down
7 as a package.

8 Q. How about the crew supervisor building
9 services position? You reviewed your score sheets
10 after the interviews to make a decision?

11 A. Yes. I reviewed them. I put them in the
12 computer which then punches out a score.

13 Q. Then you take the highest candidates?

14 A. Yes. I do. This time I took, there's 12
15 candidates I believe. I took the top three to fill
16 the needs of the organization at that time, of the
17 department, not the organization. I apologize.

18 Q. It's fine. You recall Luther Graham
19 interviewed for that position, crew supervisor
20 building services?

21 A. Yes.

22 Q. What do you recall about the interview?

23 A. As of today, I remember he was, his score
24 was, what I reviewed his score was closer to the

1 bottom than the top.

2 Q. Why was that?

3 A. I guess the way he scored, answered. From
4 the way he answered the questions.

5 Q. What do you recall about his manner at the
6 interview, if anything?

7 A. It was civil. To be honest, no issue. He
8 was not uncomfortable at all. Neither was I.

9 Q. You're familiar with Luther Graham, correct?

10 A. Absolutely.

11 Q. Are you familiar with his work at all?

12 A. I know he is an electrician. As I
13 previously said, I'm not an electrician so ...

14 Q. Were you aware of any complaints of
15 discrimination made by Mr. Graham at that point on
16 the 22nd of March of 2016?

17 MR. WEISS: Objection to form.

18 You can answer.

19 THE WITNESS: As I previously
20 said, there was some stuff going on but
21 it wasn't between Mr. Graham and I so
22 was not uncomfortable at all.

23 BY MR. KROCKER:

24 Q. What were you aware of to your recollection?

1 A. There were investigations that were going
2 on. Some were completed. Some weren't. I was not,
3 my recollection, best way I can say wasn't between
4 Luther and I at that time, at any time. We still
5 have a relationship. We're very cordial to each
6 other. We never had an argument, never an issue. I
7 felt comfortable to talk to Luther. And I thought
8 he felt comfortable to talk to me.

9 Q. You didn't consider having another person to
10 do the interview?

11 A. I didn't think it necessary and I guess Mr.
12 Graham didn't at the time because he didn't request
13 it.

14 Q. Did you consider having another person in
15 the room for the interview?

16 A. No, because I didn't have anyone in the room
17 for any of those interviews.

18 Q. Did you have any involvement with the
19 investigations that were ongoing at that point that
20 you referred to?

21 A. At that time, no. I did not.

22 Q. How were you aware of them?

23 A. There was some closure document and I don't
24 remember exactly. It was several years ago but

1 there was a complaint made by Luther's boss and
2 there was some interaction handled by HR and other
3 people. I wouldn't be involved in the
4 investigation. This was a separation between
5 Luther's entire crew not just him from their
6 immediate supervisor. There's another general
7 supervisor overseeing that crew but it did not
8 create an issue.

9 Q. Who was the general supervisor?

10 A. Which one?

11 Q. The one you just referred to that oversaw
12 Luther's crew?

13 A. At that time I think there was a transition
14 from Craig Bell to Jim Shirley but that was at the
15 direction above me.

16 Q. During their investigation, who was above
17 you?

18 A. I believe Kevin Burk might have been
19 involved. He was, he had multiple titles. He was
20 HR director for a while, deputy administrator. He
21 was involved and a few other people, the
22 investigation but ...

23 Q. Were you aware at that time Mr. Graham made
24 a complaint about the promotion in particular?

1 A. I know there was, I don't recall exactly. I
2 might before -- I think I found about it afterwards.
3 I know it -- at that time, my recollection was
4 mainly his superior had an issue with the county and
5 there was a complete investigation but I was kind of
6 removed out of it.

7 Q. When you say his supervisor, are you
8 referring to Aaron Kinney?

9 A. Yes. I am.

10 Q. Was there any other knowledge you have about
11 Mr. Graham's complaint at that point that you
12 haven't already testified to?

13 A. Nothing I haven't mentioned either today or
14 at my previous deposition, no. I don't have any
15 other recollection.

16 -----

17 (Exhibit Monmouth-4, Job Posting
18 Application, was marked for purposes of
19 identification and attached hereto.)

20 -----

21 BY MR. KROCKER:

22 Q. I just placed a document in front of you.
23 It's marked as Monmouth-4. The top says case number
24 document, 78, page 6 of 171 through page 8 of 171.

1 The bottom right says Defendant's Exhibit-B. Do you
2 recognize that document?

3 A. Yes. I do.

4 Q. What do you understand that document to
5 contain?

6 A. After I posted the position, Luther
7 responded to the posting, submitted by the deadline.
8 There it says he submitted it March 6th at 5:55 a.m.
9 on March 11th. I'm sorry.

10 Q. That's fine. Did you review the
11 applications as they came in?

12 A. No. I didn't.

13 Q. Did you review them all at once?

14 A. I didn't review these applications.

15 Q. You haven't -- you didn't review them at
16 all?

17 A. No.

18 Q. Did someone else review them to your
19 knowledge?

20 A. No. All that happened was that Cecelia
21 Thomas, my assistant gathered them all, put them all
22 in a folder for me and assisted me with the
23 interviews.

24 Q. Would you review the applications in advance

1 of the interviews?

2 A. I wouldn't review these applications, no. I
3 wait on the actual interview.

4 Q. So you wouldn't have considered it at all?

5 A. No.

6 -----

7 (Exhibit Monmouth-5, Scoring
8 Worksheet, was marked for purposes of
9 identification and attached hereto.)

10 -----

11 BY MR. KROCKER:

12 Q. I've placed a document in front of you
13 marked Monmouth-5. At the top it says case number
14 document 78, page 127 of 171. Then it runs through
15 page 135 of 171. I'll represent to you it runs
16 through consecutively. Do you recognize this
17 document?

18 A. Yes.

19 Q. What do you understand this document to be?

20 A. A scoring worksheet created for Luther
21 Graham off the results of his questions.

22 Q. As we discussed, you filled this out during
23 -- well, strike that.

24 Turn to the second page of the exhibit. It

1 says interview report on the top left then on page 1
2 of 8 on the top right. Do you see that?

3 A. Yes.

4 Q. So on the interview report, these were the
5 notes and scores your took down during the interview
6 of Mr. Graham, correct?

7 A. Yes. Personal notes, correct.

8 Q. And as we discussed, you made these scores
9 immediately following when you thought Mr. Graham
10 was finished his response on each question, right?

11 A. Yes. All these scores were definitely
12 tallied when Mr. Graham was present.

13 Q. I'm going to go through these with you. The
14 first question, analytical. Just review the
15 question and your notes. Let me know when you're
16 ready.

17 A. I did. I just need to focus. I apologize.

18 Q. Okay. Could you read out your handwritten
19 notes to question one and answer one?

20 A. Barely not because of my sight because I was
21 scribbling. Once again, these are not documents
22 that I thought were -- would ever -- the way I
23 process when talking, a lot of times I just write
24 the notes so I have an understanding. So I wasn't

1 -- but I think I review, learn from the review and
2 then gave an example of the doctor, his license,
3 looks like protect ability.

4 Q. What do you recall of Mr. Graham's response,
5 if anything?

6 A. I don't remember the exact details. As I
7 said, it's an interactive process. Mr. Graham
8 definitely said more than those eleven words,
9 whatever but it's an interactive process for me to
10 -- his answers. I don't believe he provided, for
11 example, didn't believe he provided a situation,
12 provided an example, explained to me about a doctor
13 with a license but I don't recall exactly. It was
14 years ago that we were -- had this conversation so
15 ...

16 Q. Do you recall a particular reason that you
17 gave him a score of one for that question?

18 A. Like I said, it was a conversation. So for
19 me to know exactly every word he or I said, I don't
20 remember exactly.

21 Q. That's fine.

22 A. I gave him a one as a result.

23 Q. I'm exploring your recollection.

24 A. Okay.

1 Q. The next question, do you have any specific
2 recollection of his response to that question?

3 A. The question was tell me about a recent
4 project you received. What are some of the things
5 you do? He provided me with an answer, review,
6 study qualifications and explained to me that he
7 follows the Electrical Code and sometimes he does a
8 rough draft on paper.

9 He didn't give me, from looking here, I
10 can't, my recollection, he failed to provide me a
11 recent project. He was just giving me his
12 methodology so I gave him a one. I believe but I
13 can't confirm, he gave me a methodology on how he
14 would do it but he didn't give me a real life
15 example.

16 Q. I don't want you to guess. What you recall
17 or don't recall. If you don't recall, you can just
18 say I don't remember specifically.

19 Just see if this refreshes your memory.

20 A. Okay. Well. I just want to answer you as
21 best and accurately as I can.

22 Q. I appreciate that.

23 A. It's a little hard to answer the question
24 almost four years ago.

1 Q. I understand. See if we can approach this
2 in another way. If you turn to, it says page 130 of
3 171 at the top?

4 A. Yes.

5 Q. These questions relate to leadership, right,
6 these two on this page?

7 A. Yes.

8 Q. What do you recall about Mr. Graham's
9 response as to leadership, if anything?

10 A. Without looking at the page, I would have no
11 idea. Do you want me to review it?

12 Q. Yeah. Please review it.

13 A. Let me see. For clarification, before we
14 say about leadership, there was three questions
15 here. It was a duplicate one, was removed. I
16 believe everybody was given the same score. I
17 forget that. There was a duplicate question here.
18 Everybody just got the same score for the question.

19 Q. Thank you.

20 A. The question was have you ever tried to do a
21 job which you were unqualified? How did you react
22 at the time? What was your -- how you were going to
23 accomplish your task? He responded I'm a book
24 person. I read to be familiar, educate myself prior

1 and mainly, I put parenthesis over here, he does
2 research first, something I gathered talking to him,
3 what he was saying. He failed to identify a job, my
4 recollection but from seeing it, he didn't give me
5 an example of a job he was unqualified for. More or
6 less telling me how to prevent being unqualified but
7 without -- interview four years ago. I have no idea
8 exactly what that was.

9 Q. So it's fair to say on the example response,
10 at least some of these questions?

11 A. On some of the form questions, it's asked
12 for it or provided that. A lot of them say provide
13 an example or situation.

14 Q. If you look at the bottom, bottom right,
15 well, if you can just read out your handwriting
16 response for leadership, question three?

17 A. How do you contribute to the county's
18 strategies and policies? And what I wrote down was,
19 he responded he was a policy person. He tries to
20 follow to the best of his ability.

21 He had a previous position where he
22 enforced policies and understood policies and so on.
23 Then I wrote here not true. I am not sure he is --
24 policies.

1 Q. What was that referring to?

2 A. Because at that time I was dealing with Mr.
3 Graham a lot in multiple capacities and Mr. Graham
4 disagreed on many county policies and procedures
5 such as timely attendance, time punching
6 requirement, for sick leave, vacation leave, how to
7 use it, the Department of Public Works for all
8 essential personnel, he would be adamantly against
9 that. These are not my policies. They're county
10 policies but he had an opinion against those. He
11 didn't like, acknowledge policy.

12 So I thought it was weird when he said
13 that his previous position, it was to enforce
14 policies. I understood that but in his capacity as
15 an electrician an a mechanic also, in his union
16 position and adamant against the county policies so
17 I found that interesting there.

18 Q. So you considered your knowledge of his
19 interaction with county strategies and policies
20 outside of his response in the interview?

21 A. No. It was, yes. I took the big picture of
22 the knowledge I have and conversations I previously
23 had. I did that with all my people, all the
24 candidates if it's something but his answer was that

1 he's a policy person, procedure and enforced them in
2 the past. That was his example to me. That's why
3 he got the score of one. He wasn't penalized. He
4 didn't get a zero because I knew. I wrote in the
5 corner.

6 Q. So is it fair to say that for each
7 candidate, you consider your knowledge of them
8 outside of an interview in addition to the interview
9 responses?

10 MR. WEISS: Objection.

11 THE WITNESS: I wouldn't say
12 outside on -- I believe they overlapped
13 each other during the interactive
14 process. I don't remember every exact
15 word me and Luther had that day. He's
16 not a shy man so when -- our
17 conversation was more than 10 words.
18 How, recollection exactly but I'm sure
19 we touched on county policies at that
20 time on that question and his other
21 questions.

22 BY MR. KROCKER:

23 Q. What I'm asking is for the scores, at least
24 you considered knowledge of a person that you had to

1 work as well; is that right?

2 MR. WEISS: Objection. Could you
3 clarify what you're trying to talk
4 about? Is it with respect to a
5 particular question? Could you get
6 specific because you're talking
7 generalities and I'm not sure what
8 you're trying to get out of the witness.

9 BY MR. KROCKER:

10 Q. Mr. Compton, you testified you have
11 knowledge that Mr. Graham had objected to several
12 policies and procedures, correct?

13 A. Part of the conversation we were having that
14 day I'm sure.

15 Q. In the interview, you were discussing?

16 A. But he received a score of a one in that
17 category as I said, based on his answer.

18 Q. Thank you.

19 Turn to page 134 of 171. Well, it looks
20 like the copy's a little better. Question one, the
21 position requires two years experience work
22 involving inspection in cleaning and general
23 maintenance, office furniture, buildings. Did I
24 read that accurately?

1 A. Yes.

2 Q. What do you recall, if anything, about Mr.
3 Graham's response?

4 A. At this time I don't remember exactly but
5 from looking at it, he was, something about during
6 college, cleaned his area and he helped his mother
7 clean. Then something with for Monmouth, he said he
8 helped out there but I don't remember exact details
9 at the time. Whatever he said, that one part he did
10 say that he knows how to dust, clean and dust. I've
11 done all that. What I wrote there.

12 He was unable at the time in that
13 specific question to provide me with where he met
14 the two years of experience cleaning, maintaining
15 office furniture or buildings in any way to answer
16 that question.

17 Q. It seems to say, correct me if I'm wrong in
18 reading, I don't think, but years ago, cleaning
19 company-prior plus college. Do you see that?

20 A. Yes. Prior to college.

21 Q. Thank you. And do you recall if Mr. Graham
22 said he had any years of experience with any length
23 of time?

24 A. He was answering, I don't remember what

1 exactly he said now but at the time, at that time,
2 that's definitely what he expressed to me. He did
3 not meet the requirement. I don't remember exactly
4 what he said at that time. He made reference to
5 years ago, something, a cleaning company prior to
6 college. That's what I recall. I don't know if he
7 said he worked there one week, two weeks, a summer
8 job. No recollection but at that time what he said
9 during that conversation, I felt he did not meet the
10 requirements.

11 Q. If you could review the next question, your
12 response. Let me know when you're ready.

13 A. I'm ready.

14 Q. This asks for what knowledge and experience
15 do you have completing building maintenance work or
16 directing building maintenance staff. Did I read
17 that correctly?

18 A. Yes.

19 Q. Can you read your handwritten notes for me?

20 A. He told me the previous director who owned
21 the company, my job is to ensure the building's up
22 to par, vacuum and clean, volunteer staff of up to
23 20 people.

24 Q. Why did you consider that response a one?

1 A. Because when I asked the question if you
2 have knowledge and experience, his answer, I think
3 he said he had, oversaw volunteer staff at one point
4 of 20 people there, vacuuming and cleaning the
5 buildings. They didn't maintain the buildings.
6 They didn't go into all the stuff they did on
7 buildings. He just said they vacuum and clean and
8 he said he had a staff of 20 people.

9 So I didn't give him a zero. It
10 contradicted his previous answer. That wasn't a
11 question I was reviewing here. The question I was
12 reviewing was this one. He identified some but he
13 didn't identify three, didn't identify zero. At the
14 time, my assessment was I gave him a one.

15 Q. Lastly, required experience on question
16 three. Would you read it, the question and your
17 response?

18 A. The question was how do you feel your
19 experience qualifies you for this position. And he
20 gave me three answers, communicate. He has the
21 ability to communicate and he doesn't use bad
22 language.

23 Q. And you considered that a one?

24 A. Yes, because one of the biggest things in

1 facility management is communication. So
2 communicating is important to me, the way I
3 interpret it, yes. He shared with me he doesn't use
4 bad language. I wasn't too concerned about that but
5 he didn't share anything else with me about how he
6 feels his experience qualifies him. Those are just
7 his bullet points on the topics.

8 Q. Do you recall if you asked him follow up
9 questions about the topics?

10 A. I don't remember two years ago. As I
11 previously said, I would not cut him off on his
12 opportunity to provide an answer.

13 MR. KROCKER: Why don't we take a
14 five minute break to go to the bathroom.

15 -----

16 (A short break was taken.)

17 -----

18 BY MR. KROCKER:

19 Q. Mr. Compton, we just took a short break. Do
20 you understand you're still under oath?

21 A. Yes. I do.

22 Q. We were speaking about the interview of Mr.
23 Graham. Now, I'd like to move over to the interview
24 with Robert Briscoe, the crew supervisor building

1 maintenance worker position. Are you familiar with
2 Robert Briscoe?

3 A. Yes. He was one of the candidates. He was
4 one of three people chosen for the position.

5 Q. What do you recall about the interview with
6 Mr. Briscoe?

7 A. Off the top of my head, I don't recall.

8 Q. Do you recall if he did well?

9 A. He did well, yes.

10 Q. He was hired, right?

11 A. Correct. From what I recall that is
12 specific from the day, that interview day, I do not.

13 Q. Do you know generally how well he did?

14 A. He scored the highest out of 12 candidates.

15 -----

16 (Exhibit Monmouth-6, Job Posting
17 Application, was marked for purposes of
18 identification and attached hereto.)

19 -----

20 BY MR. KROCKER:

21 Q. I've just placed a document in front of you
22 that has been marked as Monmouth-6. The top it says
23 case number document 78 and then page 9 of 171. Do
24 you see that?

1 A. Yeah.

2 Q. Do you recognize this document?

3 A. A job listing application for Mr. Briscoe.

4 Q. We discussed the job application. Did you
5 review this in advance of your interview with Mr.
6 Briscoe?

7 A. No.

8 Q. Did you review this after your interview
9 with Mr. Briscoe?

10 A. No.

11 Q. Do you know if anyone in your office
12 reviewed it on your behalf?

13 A. They definitely did not on my behalf. I
14 mean it says Cecelia Thomas accepted it and put it
15 in a folder or she might have assisted with
16 scheduling the interview similar to Mr. Graham.

17 Q. Just to be perfectly clear, this document
18 itself did not affect your decision of the scores in
19 the interview, right?

20 A. Unless he took something out of the -- said
21 while he was answering questions that would be,
22 might be a duplication. This does not have a
23 weight, similar to either a resume score. There is
24 no mechanism that ...

1 Q. Understood.

2

3

(Exhibit Monmouth-7, Scoring

4

Worksheet, was marked for purposes of

5

identification and attached hereto.)

6

7

BY MR. KROCKER:

8

Q. I placed a document in front of you marked

9

Monmouth-7 at the top. It says document 78 then

10

page 53 of 171 running through to page 61 of 171.

11

Take your time to review it. Let me know when

12

you're ready.

13

A. I'm ready.

14

Q. Do you recognize this document?

15

A. Yes.

16

Q. What do you understand that document to

17

contain?

18

A. That's a score sheet authored by Robert

19

Briscoe, his answers to his questions.

20

Q. If you flip to the second page of the

21

exhibit. The second page of the exhibit, if you

22

review this page, let me know when you're ready.

23

A. When you say the second page?

24

Q. The second page of the exhibit, the

1 interview report, page 1 of 8 at the top, analytical
2 questions. What do you recall after reviewing this
3 about Mr. Briscoe's responses on the analytical
4 questions?

5 A. First question about a situation, he
6 provided me an issue that pertained to, the tile job
7 at the courthouse. He gave examples of the tile,
8 something with the -- something with the wall. And
9 he mentioned something about the lack of knowledge
10 in the interview. I don't know exactly how he
11 referenced that but it was referenced I guess. I
12 have from what I see here, make an assumption it
13 would be something where a knowledge of a certain
14 type tile they were installing. He learned from
15 this.

16 Q. I'm looking at your or -- refresh your
17 recollection. You don't need to make an assumption.

18 A. I just, words I read.

19 Q. You don't have any further recollection
20 after reviewing this?

21 A. As I said, I just know what popped in my
22 head. I looked at the tiles. And I remember he
23 gave some type of example that pertained to the
24 courthouse, a tile job that he did. I don't

1 remember all the ins and outs of the question. By
2 the answer, he scored a two on his answer. It was
3 good but I don't remember the exact details of it.

4 Q. Do you have any further recollection beyond
5 your notes from question two, analytical?

6 A. No. He just explained the job. He was
7 using, discussing the importance of the materials
8 and tools. He explained the tool room is locked.
9 There's -- want to make sure you know the materials
10 you need to do the job. I don't remember exactly
11 what job he was talking about but he was giving an
12 example here to say the tool room is locked. The
13 materials, tools list, most important. More or less
14 that can't do the job if you don't have the
15 materials, the tools. I don't remember anything
16 else.

17 Q. Flip to the next page. It's marked page 5
18 of 171 at the top?

19 A. Yes.

20 Q. Do you see that?

21 A. Yeah.

22 Q. If you look at the teamwork question, one.
23 Just review the question and your response.

24 A. Okay.

1 Q. I see there is a circled 3. Do you see
2 that?

3 A. Yes.

4 Q. And that was because his response was
5 excellent?

6 A. Yes.

7 Q. That is in your handwritten notes, right?

8 A. Actually wrote the handwritten notes, yes,
9 and then moved it down below.

10 Q. Do you recall what was so excellent about
11 the response?

12 A. I don't recall off the top of my head except
13 he was, his words, more important, so much fun, so
14 much -- I can't read the next word. So much time is
15 wasted, people trying to prove who is correct. He
16 gave an example of some sort and I was happy with
17 the answer. I can't recall exactly what it was.
18 Similar to I couldn't recall Mr. Graham's answers.

19 Q. Turn to the next page, page 56 of 171 at the
20 top. If you can look at the bottom, similar,
21 question three. Do you see where I am, three?

22 A. Okay.

23 Q. And this score here is a one on leadership
24 question three or am I out of order here?

1 A. Yeah. It's a one on the next page I
2 believe, yes.

3 Q. Okay. You don't have any recollection of
4 why Mr. Briscoe got a one there?

5 A. All I can do is read the notes. As I
6 previously said, 12 people, 20 questions each, four
7 years ago. For me to refresh exact details to say
8 why I scored that. I might have a different answer.
9 Without me assuming or making an assumption, without
10 -- you said before, it's kind of difficult for me to
11 answer.

12 Q. Okay.

13 A. That goes for all of these questions unless
14 it's something specifically spelled out where to
15 identify for you, yes, but I only can identify
16 what's on paper, my recollection.

17 Q. Turn to the next page, 7 of 171? Look at
18 the customer service orientation question one. It
19 seems like a few more notes here. Can you read out
20 the written portion or show what was written there?

21 A. How to handle negative feedback from angry
22 clients. How do you normally respond? He responded
23 bullets, I see every situation is different.
24 Communicate, looks like correct perspective and

1 contact all involved, fully educate each person,
2 ones that complain but I can't see. It says was,
3 correct, I can't really -- he says over here
4 something, communicate with your supervisor and,
5 correct. But other than that, I can't -- I don't
6 recall exactly what example, how he explained it
7 that day but a good answer. I know he did that.

8 Q. Because you put a 3?

9 A. Yes. As previously said, these are just my
10 current notes. I never thought, though, 30 years
11 from now, I'd be sitting here trying to figure out
12 what I scribbled. I apologize for that.

13 Q. Not a problem.

14 If you can turn to page 60 of 171, these
15 are required experience questions. If you can
16 review your response, your notes, excuse me, to
17 question one and let me know if that refreshes your
18 recollection as to Mr. Briscoe and his response?

19 A. Yes.

20 Q. What do you recall?

21 A. There's a period of time he was a worker at
22 the courthouse before being promoted. I believe he
23 went from a building maintenance worker and then to
24 a carpenter and then also APP, Asbury Park Press.

1 He did everything from carpeting and cleaning
2 furniture, maintenance at his previous position,
3 previous job before he came to the county.

4 Q. Thank you.

5 A. He went into detail explaining, actually
6 across the street, across where the interview was
7 being conducted, my shop, he was explaining his role
8 at that work.

9 Q. In maintenance among other things, right?

10 A. He started the whole maintenance, that
11 operation where he worked on everything at a
12 warehouse.

13 Q. Do you recall how many years experience he
14 had?

15 A. He describe more than two.

16 Q. That's as to the notes under required
17 experience, question two, experience question. Does
18 that refresh your recollection as to any further
19 information about Mr. Briscoe's experience?

20 A. Experienced in building maintenance works or
21 directing maintenance staff. He gave me examples
22 again as to the work at the courthouse.

23 He mentioned that he took lead as needed
24 and something about determines, etcetera but I don't

1 recall what is written, what else he said at this
2 time but whatever he provided was a good answer
3 because I put a 3.

4 Q. That's, we'll finish it out, requires
5 experience, question three. Do your notes refresh
6 your recollection as to anything not written here?

7 A. No. But what is written here says he
8 expressed having building services experience,
9 supervisory experience prior to the county and he
10 was trained in multiple disciplines of trades. So I
11 guess, he, like, his answer at that time, I gave him
12 a 3.

13 Q. Does that document refresh you to anything
14 else about Mr. Briscoe's interview, your memory? Do
15 you recall?

16 A. Not specifically.

17 Q. Any generally?

18 A. Not -- he was informative there. He was one
19 of 12 people interviewing for the position. He
20 scored very well, did very well.

21 -----

22 (Exhibit Monmouth-8 Memorandum
23 4/15/16, was marked for purposes of
24 identification and attached hereto.)

1 -----

2 BY MR. KROCKER:

3 Q. I've placed a document in front of you that
4 has been marked Monmouth-8. Take a moment to review
5 that and let me know when you're ready.

6 A. Yes.

7 Q. See at the bottom it's marked Compton 005.
8 Do you recognize this document?

9 A. Yes, but that's not my thing. Just ...

10 Q. Right.

11 A. That was not here. This was --

12 Q. I was just trying to designate a document.

13 A. Yes. I know what the document is.

14 Q. What do you understand is contained?

15 A. This is a form letter we use when someone is
16 selected. So it's used department-wide, highway
17 department, building and grounds. I didn't actually
18 author it. I took ownership of it so where I would
19 get notify people that applied once another person
20 had been selected.

21 We also say if you have any further
22 questions regarding, please contact me, the number
23 at the bottom.

24 Q. Okay. I just wanted to confirm?

1 A. But the subject matter is first notify Mr.
2 Graham April 15th, 2016, that he did not receive a
3 promotion.

4 Q. Are these -- were these all sent out at the
5 same time as the offer was made to the successful
6 candidates?

7 A. When I was made aware that an administrator
8 signed off on a change of status, they're the three
9 people that are set up. So there's no offer letter.
10 That is when you get promoted to change of status.

11 As I previously mentioned, the change of
12 status for an employee after it leaves me and I
13 clarified in the first deposition given, it leaves
14 me and goes to HR. They do their due diligence,
15 service requirement, anything like that. They check
16 that part. Then it goes to finance. Then it goes
17 to the county administrator. We don't do anything
18 that, the county administrator signs off on it. We
19 make sure that I have authorization and then the
20 county administrator signs off on that change of
21 status in front of you, the date that the county
22 administrator signed off on it. And then I can move
23 forward with this letter to bring closure to the
24 crew so they're not wondering was somebody promoted

1 rather than them at the time. They get the letter
2 before they find out on the street that someone else
3 got promoted. I do it as fast as I can whenever
4 possible.

5 Q. Understood.

6 -----

7 (Exhibit Monmouth-9, Employee
8 Change of Status, was marked for
9 purposes of identification and attached
10 hereto.)

11 -----

12 BY MR. KROCKER:

13 Q. I've placed an exhibit in front of you
14 marked as Monmouth-9. It has several pages at the
15 top labeled document 78, then page 166 of 171
16 through 171 of 171. There are several different
17 documents contained so just review it and let me
18 know when you're ready. Okay?

19 A. Yep. Yes. I am familiar with all these
20 documents.

21 Q. On the first page, what do you understand
22 that document to be?

23 A. It's an employee change of status required
24 when anyone gets any change pertaining to title,

1 didn't discuss the crew supervisor position with
2 Dave Krzyzanowski. Does that refresh your --

3 A. Not in 2016, no. I apologize, yes.

4 Q. You didn't discuss it with any other person?

5 A. No.

6 Q. As to this decision?

7 A. No reason to.

8 Q. And looking at supplemental interrogatory
9 number five, we've gone through some details of Mr.
10 Graham's and Mr. Briscoe's score worksheets. Does
11 that refresh your recollection at all of the reason
12 why Mr. Graham was not selected for the crew
13 supervisor position apart from what is listed here?

14 MR. WEISS: Objection.

15 THE WITNESS: What was listed
16 here is the Plaintiff scored a lot lower
17 than the top three candidates. Thus, on
18 the review of the document stuff, I am
19 aware he was the third from the bottom.
20 And out of 12 people, I think he was
21 number 10, I think. It wasn't like he
22 was number four. He was not in the top
23 three selected.

24 BY MR. KROCKER:

1 Q. Looking at supplemental interrogatory number
2 seven and the response which goes to the next page?

3 A. Yes.

4 Q. It says that Michael Markert, Mike McCulloch
5 were hired to the crew supervisor position on or
6 about December 1st, 2017; is that correct?

7 A. Yes. As part of five people promoted at
8 that time.

9 Q. Were there just five openings at that point?

10 A. There wasn't a situation of five openings.
11 Simply 2016, I interviewed a list of candidates and
12 I assessed the needs of the department. That at the
13 time, I found five places that I needed supervisors.
14 I chose the five top scores of those five
15 individuals.

16 Q. Looking below, the table, response, response
17 part C, specifically Markert, Michael, same page?

18 A. Yes.

19 Q. And that says that Mr. Markert was a heating
20 and air conditioning mechanic and assistant
21 supervisor, heat and air conditioner mechanic and
22 became a crew supervisor of building maintenance
23 workers?

24 A. Yes.

1 Q. Is that correct?

2 A. Yes.

3 Q. Do you recall what experience he had, if
4 any, with maintenance?

5 A. I mean, he was assigned to an actual
6 facility, the courthouse. To clarify, when you're a
7 trade, you're working on a facility, you have to do
8 everything.

9 I did not conduct the 2017 interviews.
10 I don't have that knowledge off the top of my head.

11 Q. So you don't have knowledge of Mr.
12 McCullough's working conditions. Well, strike that.
13 You answered my question immediately.

14 A. Well, to clarify, from the interview, as I
15 specified, I don't have -- I mean, he's a very
16 knowledgeable guy. He works at the courthouse and
17 does an excellent job.

18 Q. You base that on your personal knowledge of
19 the work?

20 A. Personal knowledge, yeah, skill-set. Not by
21 the interview. I wasn't part of the December 2017.

22 Q. What personal knowledge do you have of
23 Michael McCullough's maintenance experience?

24 A. Very similar of Mike Markert. Just that

1 he's at the sheriff's complex, police academy,
2 sheriff's building, communication center.

3 Q. He did the maintenance for those buildings?

4 A. Yeah, soup to nuts. He did all the
5 maintenance similar to Mike Markert. He was
6 actually, before he went over there, he was actually
7 at the courthouse doing maintenance tasks at the
8 facility, actually works there.

9 Just for clarification, when you are
10 trades crew, you're on a trade. The trade, HVAC
11 crew, that's all you do, all the HVAC in the
12 building. You're doing all the access of the
13 building. As I specified earlier, unrelated duties.
14 It doesn't matter. You're taking garbage out,
15 mowing the lawn, shoveling snow. You're involved in
16 everything.

17 Q. Look at the next page, specifically,
18 supplemental interrogatory number eight. If you can
19 review that and your response and let me know when
20 you're done and you're ready.

21 A. I'm ready.

22 Q. Do you have any further information to your
23 response to this interrogatory to amend your
24 supplemental?